



HEALTH ESTATE AND FACILITIES MANAGEMENT ASSOCIATION

Branch Standing Orders and Standing Financial Instructions

Definitions

HefmA – The Health Estates and Facilities Management Association,

Branch – the HEFMA Regional Branch

HEFMA Rules – HEFMA Rules in Respect of Regional Branches (15 May 2014)

HEFMA Code of Practice – HEFMA Code of Practice and Code of Conduct (15 May 2014)

National Treasurer – Treasurer appoint at the HefmA AGM

HefmA Branches

Standing Orders

- 1.1 HefmA branches operate as Regional Branches of HefmA.
- 1.2 HefmA membership policy and fees are set by HefmA in accordance with its Constitution, Standing Orders and Standing Financial Instructions.
- 1.3 HefmA branches and its members will operate in accordance with the HefmA Rules in Respect of Regional Branches and the HefmA Code of Practice and Code of Conduct.
- 1.4 HefmA branches affairs shall be managed by Branch meetings, and by individuals as delegated in those meetings.
- 1.5 For any Branch activities which fall outside the general activities undertaken by HefmA, the Branch will consider whether a Business Plan should be prepared and monitored.
- 1.6 At Branch meetings the Chair will state the decisions of the meeting as they arise. Votes will not normally be held unless specifically requested by an attending member.

- 1.7 Each Branch member shall carry one vote in relation to Branch affairs, in the case of voting the meeting shall be quorate with attendance of 40% or more paid Branch members.
- 1.8 One Branch Meeting annually will be designated as the Branch Annual General Meeting (AGM). Notice of the AGM will be circulated to Branch members within ten working days after the preceding Branch meeting, and the notice will be minimum 4 weeks.
- 1.9 The following Branch Officers will be appointed at the AGM. .
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
 - National Council Representative

Standing Financial Instructions

1.0 General Instructions.

- 1.1 In relation to activities outlined in the HefmA Rules, branches and its members on behalf of the Branch, may raise funds, invite and receive contributions, raise specific members fees for local activities, and derive income from Branch commercial activities.
- 1.2 The Branch Officers shall be jointly responsible for ensuring that the Branch maintains its activities in credit.
- 1.3 In the event that these SFI's need to be overridden or varied for any length of time e.g. emergency needs, then they may be varied providing the National Chair and National Treasurer authorise the changes.
- 1.4 The SFI's will be reviewed every 3 years by HefmA National Council. Any changes will be presented to the AGM for ratification.
- 1.5 All matters in relation to Taxation will be administered in line with the requirements of HMRC

2.0 Bank accounts.

- 2.1 A bank account will be opened and operated in the name of the HefmA branch concerned.
- 2.2 The Treasurer will periodically review the banking arrangements and advise the branch meeting.
- 2.3 The Chair shall advise the bankers in writing of the conditions under which the account or accounts shall be operated, the limits to be applied to any overdraft facilities (see 2.4 and 2.5) and the limitations on signatory payments. All funds shall be held in accounts in the name of the HefmA Branch and no Officer other than the Treasurer and the Chair shall open any bank account in the name of the Branch.

- 2.4 Bank account/s of the Branch will be maintained such that they do not become overdrawn.
- 2.5 The Treasurer shall advise the bank of any alterations in condition of operation of the accounts that may be required by resolution of the branch committee.
- 2.6 The Treasurer shall ensure that the bankers are advised in writing of the Officer(s) authorised to release money from and draw cheques on, the accounts of the Branch and the Treasurer will notify the bankers promptly of any cancellations of such authority.

3.0 Income.

- 3.1 HefmA branch membership fees are set by the branch and collected by HefmA, and then made available to the Branch.
- 3.2 The Treasurer shall be responsible for designing and maintaining systems for recording and collection of all monies due.
- 3.3 All Branch Officers shall inform the Treasurer of money due to the Branch arising from transactions on behalf of the Branch.
- 3.4 All cash, cheques and postal orders shall be banked, normally within ten working days of receipt, to the credit of the branch accounts.
- 3.5 Any loss or shortfall of cash, cheques, postal orders or other negotiable instruments shall be reported to the Treasurer and branch Officers and reported at the next Branch meeting.

4.0 Expenditure.

- 4.1 Expenditure by the Branch, or its members must be approved by any two of the following Branch roles, or other signatories as approved by the Branch from time to time.
 - Chair
 - Vice-Chair
 - Treasurer
 - Sub-Group Chairs
- 4.2 All approved outgoing purchases will be paid for by cheque or charge card or electronic transfer.
- 4.3 The Treasurer will ensure that at least two of the above signatories are registered with the bank for signature of cheques.
- 4.4 Where charge cards are issued, card transactions will be carried out by the cardholder only, subject to authorisation (by correspondence) of the expenditure in accordance with 4.1 above. PIN authorisation will normally be required for transactions with the physical card itself, and the PIN must be kept confidential to the cardholder. Where e-transactions take place on the World Wide Web over the

Internet, these should be verified by, for example, 'Visa verified' and purchases made only within the UK.

- 4.5 The Treasurer shall be responsible for recording proper payments on all accounts.
- 4.6 All Appointed Officers shall inform the Treasurer promptly in the prescribed form of all monies payable by the Branch.

5.0 Annual accounts.

- 5.1 The Treasurer shall be responsible for ensuring that there are arrangements in place for annual auditing of the Branch accounts.
- 5.2 The Treasurer shall prepare and submit audited annual accounts to the members.
- 5.3 The Treasurer shall report to the Branch annually at the AGM the forecast income and outgoings for the Branch accounts.
- 5.4 The Treasurer shall report to the Branch any significant variance from the forecast income and outgoings for the Branch and the current state of the accounts.
- 5.5 The Treasurer will seek advice and advise the Branch on investments and report periodically on the performance and level of the accounts.
- 5.6 Once Branch accounts are presented and accepted by the Branch AGM, they shall be sent to the HefmA National Treasure for noting at HefmA National Council and publishing on the member's area of the HefmA website.