



# British Caving Association

Finance Committee Meeting, 7<sup>th</sup> Jan 2007

The Old Ruiton Windmill, Dudley

## Minutes

### 1. Present

David Cooke (BCA), Mike McCombe (CCC), Glenn Jones (CNCC), Chris Whale (CSCC), Jenny Potts (DCA), Patrick Hanlan (DCUC).

### 2. Apologies

None

### 3. Purpose and Scope of this New Committee

3.1. The purpose of the Committee is to implement and administer the process of funding the Regional Councils.

3.2. The Committee will consider other financial matters, providing advice and recommendations to the BCA National Council and BCA Treasurer as they arise.

### 4. Regional Council Funding

#### 4.1. Review The Principles Of The Process

4.1.1. It was agreed that process will be that which was agreed at the Treasurer's Meeting in November 2004. This meeting needs to flesh out the detail.

4.1.2. A summary of the process. As part of the "One-Stop-Shop" the way RCs are funded was changed. The basic principle that RC's should be funded according to their need via BCA rather than from their direct membership was agreed. That funding was for the core activity that BCA expects of them. RCs are free to raise additional funds to pay for activities that they wish to pursue that are not core activities. There is an agreed list of core activities published as an annex to the Treasurer's meeting of the 27/11/2004.

#### 4.2. Agree C&A Is Not A Core Activity But Funded By Grants From The C&A Committee

4.2.1. It was agreed that there wasn't an infinite supply of money for C&A work. There was a need for some controls upon the rate of expenditure.

4.2.2. It was agreed that each RC could spend up to £500 per year on C&A work without the need to check with the Finance Committee. This would be automatically funded by the BCA. This eliminates BCA as an impediment to the carrying out of routine C&A work.

4.2.3. It was agreed that C&A projects or expenditure in excess of the £500 annual allowance would require prior approval of the Finance Committee. There was a discussion as to whether it should be the Finance Committee or the C & A Committee. [Post meeting note. The subsequent National Council meeting agreed that the Finance Committee would take the final decision but the views of the C & A Committee should be sought.]

#### 4.3. Agree The Procedural Detail Of The Process

4.3.1. The following was agreed.

4.3.2. For the beginning of the year each RC Treasurer provides a budget for the forthcoming year's C&A expenditure. How that figure is arrived at is up to the RC Treasurer. Based on those budgets BCA writes a cheque on the 1st Jan to each RC paying in advance for the first six months of the year. This is done to ease the RC's cash flow.

4.3.3. Once all the RCs have produced audited accounts there would be a Finance Committee meeting. That meeting would be held after the BCA's AGM but before July, say May.

4.3.4. The meeting would have two tasks. The first task is to review the previous year's payments against actual expenditure and calculate the difference. If greater the RC receives a cheque for the difference, if less BCA receives a cheque. So at the end of the day the Regional Council will receive what they have actually spent.

4.3.5. When calculating the actual expenditure due regard must be paid to the List of Core Activities.

4.3.6. The second task would be to review the budget for the current year. On the 1st July BCA would pay each of the RCs the balance of their budget. This mechanism is intended to save having two meetings a year.

#### **4.4. Agree Actual Regional Council Expenditure For Year 2005**

**4.4.1.** The 2005 accounts for each RC were reviewed according to the list of core activities. Activities The agreed expenditure was (see appendix for detail):

CCC	£485.05
DCA	£964.76
DCUC	£6.00
CNCC	£508.33
CSCC	£245.10

**4.4.2.** It was noted that DCUC was owe £100 in respect of insurance the BCA had paid on behalf of the other RC's and not DCUC for some reason.

**4.4.3.** CSCC's general admin claim was reduced by 10% from £124.00 to £111.60 to allow for its non-BCA-member clubs.

**4.4.4.** DCA's general admin claim was reduced from £902.11 to £400 to allow for the 50/60 split of clubs to individual members.

**4.4.5.** CNCC queried if the £1500 paid in advance was in respect of 2004 or 2005. [Post meeting note. The CNCC Treasurer agreed with the BCA Treasure it was in respect of 2005]

#### **4.5. Agree Budget Regional Council Expenditure For Year 2006**

**4.5.1.** No budgets were set for 2006 since none of the RC's felt they had any cash flow issues.

#### **4.6. Financial Controls On Regional Council Spending**

**4.6.1.** Have been dealt with above.

### **5. Membership Administration**

#### **5.1. Collecting Club Secondary Regional Council Fees Centrally**

**5.1.1.** CSCC requested that the £3 it charges to it members who do not choose it as their primary RC be collected centrally by BCA. After some discussion it was felt that a better solution was not to charge the £3. It was established that none of the other RC's charge. It was also noted the BCA funds RC's for all BCA member clubs whether they selected the RC as their primary council or not. The CSCC Treasurer agreed to take this proposal back to the CSCC.

#### **5.2. Making Subscription Payments By PayPal Or Similar**

**5.2.1.** It was agreed that this is a good idea so long as the Membership Administrator receive sufficient information in a timely manner to do his job.

**5.3.** It was noted that there was some confusion this year since Application Forms were used to do the job of Renewal Forms. Renewal Forms will be created for next year.

**5.4.** It was requested that copies of applications from new group members circulated to the relevant RC Secretary by the Membership Administrator.

### **6. Any Other Business**

None

### **7. Date of Next Meeting**

10<sup>th</sup> June 2007

Meeting closed 2:20pm