

## **Scottish Health Information Network**

### **SHINE Treasurers Procedures**

#### **Administration**

The SHINE financial year runs from 1<sup>st</sup> April – 31<sup>st</sup> March.

Monthly bank statements need to check against the SHINE internal accounts to ensure correct.

All bank statements are kept and filed.

Produce a statement of accounts and present at all the SHINE Committee meetings throughout the financial year.

Produce an annual statement of accounts and report at the Annual General Meeting (AGM)

Bring the balance of accounts forward at the beginning of every financial year.

Receive SHINE Union List Account statements and keep a copy and file.

Present details of the SHINE Union List Account at the SHINE Committee meetings.

Annually bank the cheque from the Union List Administrator for Union List annual interest earned on the Union List Account.

Sign batches of cheques for the Union List Account – contact Dr Michael Wells.

Paper and electronic records of all transactions are kept.

Ensure accounts are independently audited on an annual basis by an individual external to SHINE.

#### **INCOME**

Income is mainly received from:-

- Membership Subscriptions
- Annual Interest from the Union List account
- Study/training days

#### ***Procedures***

Enter the details of the income into the excel spreadsheet.

Details for the excel income spreadsheet include:-

Name

Cheque number

Amount

What the income is for e.g. membership subscriptions, training etc..

Date banked

Complete the banks paying in book

Bank the cheques

When banking a large number of cheques you will get a list of the cheques banked from the bank – check these with the internal records as sometimes there is a little discrepancy- just need to ensure both are correct.

Some income will not be received as a cheque but some organisations pay by BACS.

If an organisation has paid by BACS you will receive a Remittance Advice of Payments by BACS from the organisation. Check on your monthly bank statement that these have been received and then enter the details into the internal excel spreadsheet.

Check income on the monthly bank statements

## **EXPENDITURE**

SHINE's expenditure includes:-

- Committee Expenses
- Speakers and Trainers fees
- Catering and room hire costs
- Working Group Expenses
- Publicity/marketing material
- Hazel Williamson Bursary expenditure
- Book Tokens
- AGM expenses

### ***Procedures***

Committee/Working Group/Hazel Williamson Bursary expenses

1. Committee members must complete expenses form and attach all receipts. Check all the documentation is present and correct.  
If applying for mileage – claim at 35 pence per mile (this cost should be reviewed annually)
2. Make cheques out for the amount claimed and sign cheques.
3. Take a photocopy of the cheque sent and the expenses form and attach the original receipts.
4. File paperwork away in the SHINE expenditure folder.
5. Enter the details of the amount payable, cheque number and payable to and details of what for into the excel spreadsheet.
6. Send the cheque, attached to a copy of the original expenses form to the claimant.
7. Check monthly bank statements match with excel spreadsheet accounts

NB Working group members are entitled to expenses – they complete in the same way – file in working group expenses and enter details as above into the excel spreadsheet.

## Invoices to pay

1. Stamp the date the invoice received
2. Check to ensure it is for the correct amount and details are correct and that you are clear about what SHINE is being invoiced for.
3. Write a cheque and make a cheque payable to the claimant/organisation.
4. Take a paper copy of the cheque and the invoice and file in the Expenditure folder
5. Enter the details of the amount payable, cheque number and the organisation/individual paid and details of what for into the excel spreadsheet.
6. Send the cheque and a copy of the invoice and a compliment slip to the claimants
7. Check monthly bank statements match with excel spreadsheet accounts

### **Useful Contacts:-**

Dr Michael Wells  
Union List Scheme Administrator  
1 Nether Currie Crescent  
Currie  
Midlothian  
EH14 5JJ  
[m.wells0@talk21.com](mailto:m.wells0@talk21.com)  
Tel; 0131 449 2766

Malcolm Dobson  
SHINE Membership Secretary  
C/O Lanarkshire NHS Board  
James BP Ferguson library  
14 Beckford Street  
Hamilton  
ML3 0TS

[Malcolm.Dobson@lanarkshire.scot.nhs.uk](mailto:Malcolm.Dobson@lanarkshire.scot.nhs.uk)  
Tel:- 01698 281 313 ext 6209