



# **BCA Funding of Regional Councils**

## **(Adopted 6 October 2012)**

### **1) Introduction**

This document describes BCA's funding of the Regional Councils as administered by the Finance Committee. It does not cover the grants that maybe available from other BCA Committees or National Council that will be awarded according to their own criteria and rules.

### **2) Principles**

- 1) To ensure the funding is spent for the benefit of all BCA members.
- 2) That the best value for money has been achieved.

### **3) Finance Committees Responsibilities**

- 1) To follow the above Principles.
- 2) To establish that the funding has been spent and has been spent as designated.
- 3) To give clear and timely information as to what will be funded.
- 4) To fairly allocate the available funds.

### **4) Regional Councils Responsibilities**

- 1) To follow the above Principles
- 2) To produce externally scrutinised Accounts. NB scrutinisation is a less rigorous version of auditing.
  - a) The Scrutinisation must establish that the money has been spent and is allocated under the appropriate heading.
- 3) To apply to the Finance Committee for funding, providing sufficient information to substantiate the claim.
- 4) To administer payments to and claims from Clubs, Access Bodies and other third parties.

### **5) Process of Funding**

- 1) The Regional Councils present their claims, including Scrutinised Accounts, to the Finance Committee. These claims are to be submitted as soon as possible following the end of the year in which the expenditure is incurred. The deadline for submission is to be the March BCA Council meeting; if final figures are incomplete at that point, an estimate is to be provided in order that the prior year's BCA Accounts can be finalised. All actual claims values are to be submitted by 31 December following the year of expenditure. BCA will be under no obligation to fund claims which are not submitted within this timescale.
- 2) The Finance Committee review the claims at its mid-year meeting.
- 3) The BCA writes cheques to the Regional Councils for agreed amounts.
- 4) The above process is in arrears. There is the facility to be paid a float if cashflow problems are anticipated.
  - a) The Regional Council requests a float.
  - b) The Finance Committee reviews and grants an appropriate float.
  - c) Once the cashflow situation has improved the Regional Council should return the float.

### **6) Regional Council Accounts**

- 1) Each Regional Council can present the Accounts in their own chosen format so long as they meet the requirements below.
- 2) Accounts are to be scrutinised.

- a) The Scrutiny must establish that the money has been spent and is allocated under the appropriate heading.
- 3) Accounts should set out so that allowable and non-allowable expenditure under the various cost headings (Running Costs / C&A, etc.) can be easily identified, possibly as notes to the main accounts.
- 4) The Finance Committee reserves the right to request to see the supporting documentation to the Scrutinised Accounts (cash book, receipts etc.).
- 5) The Accounts should include a breakdown of membership by type.(BCA member and non-member clubs, Individuals (CIMs, DIMs, Non-BCA)
  - a) Some costs are pro-rata'd according to membership type.
- 6) An analysis of the expenditure reimbursed to each Funded Access Body should be available so that allowable and non-allowable expenditure under the various cost headings can be easily identified. (See Access Body Section below)

## 7) Implementation

- 1) Funding is to be spent for benefit of all BCA members.
  - a) The running costs of a particular Regional Council (photocopying, postage, room hire, stationary, phone bills, and travel expenses of officers to meetings) is deemed to be to the benefit of all BCA members since there are councils for all regions providing similar benefits.
  - b) The test for C&A funding is that access is available to all BCA members clubs. This is a minimum, access should be as wide as possible.
- 2) BCA pays Regional Council's for actual expenditure. Any money paid in advance will be taken into account once the scrutinised accounts are available.
- 3) Where there are other external sources of funding, these should be used first.
- 4) Funding is paid once the work is done. Generally this means that payment is in arrears.
  - a) NB there is a procedure to avoid cash-flow problems.
- 5) Generally materials will be funded, volunteer labour will not.
- 6) Competitive quotes are required for commercial work.
- 7) Activities that make a profit will not be funded.
- 8) Costs incurred by Regional Council Members who are not BCA members or Regional Council Individual members who are not DIMs will not be funded.
  - a) This applies to CSCC and DCA. Typically postage and stationary costs will be pro-rata'd accordingly.
- 9) Costs are paid according to the accounts, except for C&A.
  - a) C&A expenditure up to annual total of £500 per year is paid according to the accounts.
    - (1) This removes the bureaucracy for day to day C&A work.
  - b) C&A expenditure above £500 should be presented as projects
  - c) The figure of £500 is to be reviewed annually.
- 10) Clubs or Access Bodies that incur costs on behalf of the Regional Council will be paid by the Regional Council. The Regional Council can then claim allowable costs from BCA.

## 8) Projects

- 1) A project is an identifiable parcel of work.
- 2) If authorised in arrears the project might not be fully funded. For example if it doesn't meet the Principles or BCA doesn't have the budget.
- 3) To authorise a project it should be presented to the Finance Committee. The information will include a brief description and a detailed estimate or quote giving the costs.

- 4) The Finance Committee will make a decision and inform the Regional Council.
  - a) Since request for project authorisation can occur at any time a 'virtual meeting' via email might be required.
  - b) If appropriate the Finance Committee will consult the relevant BCA Committee for advice.
- 5) A progress report needs to be made to the Finance Committee annually.
- 6) Incomplete projects need to be re-authorised annually. This is so that the Finance Committee can budget.

## **9) Access Body Funding**

- 1) An Access Body can apply to the Finance Committee for funded status via their Regional Council. The Finance Committee will judge each application on its merits.
- 2) Access Body funding is via their respective Regional Council
- 3) Funded Access Body expenditure is included with their respective Regional Council expenditure and processed in the same way using the same procedures.
  - a) An analysis of the expenditure reimbursed to each Funded Access Body should be shown as a note to the Regional Council accounts, broken down by cost heading (Running Costs / C&A, etc.).
  - b) The FAB's C&A expenditure can be presented as a project or be counted towards the RC's £500 allowance.
  - c) FAB's travel expenses are not paid.

## **Appendix 1. Allowable Funding By Cost Heading**

### **1) Meetings/Running the Organisation**

- 1) Payable on the scrutinised accounts.
- 2) Allowable: Photocopying, Postage, Room hire, Stationary, Phone bills, Officer travel expenses to meetings.
- 3) Not Allowable: Member travel expenses.

### **2) C&A**

- 1) Up to £500 per Regional Council per year is paid for C&A according to the accounts.
- 2) C&A expenditure above £500 should be presented as projects (see above).
- 3) Allowable: Negotiating access to caves and mines, Gating of entrances, Stabilising entrances, Working with landowner to maintain access, Payment of "peppercorn" rents for access, Other liaison and public relations work related to maintaining access and promoting conservation.
- 4) Not Allowable: Digging as part of a new exploration.

### **3) Publications & Information**

- 1) Payable on the scrutinised accounts.
- 2) Allowable: Publications for all BCA Members. Access Information (Handbook/Guides or Newsletters), Cave Registry.
- 3) Not Allowable: Publications primarily for the Regional Council Members (Newsletter, Handbook), Publications sold to make a profit, "Regional" (Area) Guide Book, Topo sheet, Bolting Guide etc, Participation in events to promote caving, Publicity.

### **4) Insurance**

- 1) BCA provides Public Liability cover for all persons (including officers, members, *key holders*, volunteers and land owners & their employees) involved in activities on behalf of the Regional Council and Funded Access Body activities, public liability cover for land owner access agreements
- 2) Not Allowable: Insurance other than BCA's scheme.

**5) Website**

- 1) Payable on the scrutinised accounts.
- 2) Allowable: BCA provides basic webs services (Domain, Hosting).
- 3) Not Allowable: Web services other than those provided by BCA.

**6) Training**

- 1) Grants are available for all types of training events for “recreational” cavers from Training Committee.

**7) Equipment**

- 1) Allowable:
  - a) Eco Anchors and Resin will be provided for free by the Equipment Committee for sites where all BCA Member Clubs have access.
  - b) Grants are available to cover the costs of the instructor and consumables for training (including refresher training) in the placement of eco anchors from the Equipment Committee.
- 2) Not Allowable: Eco Anchors and Resin where not all BCA Member Clubs have access.