Guidance notes for division annual report

One copy of the completed financial statement should be emailed to Jesamine Noel (JNoel@bma.org.uk) at BMA House by 22 March 2020, the other copy should be retained by the division secretary.

1. Name of division
   Please complete the name of the division and the names of the current officers at the time of completing the financial statement.

2. Annual General Meeting
   Date of last Annual General Meeting and how many in attendance

3. Number of meetings and average attendance
   Please list the number of meetings held in 2019 and how many people attended these meetings for example:
   - Annual General Meeting
   - Full divisional meetings held
   - Executive meetings
   - Scientific meetings
   - Seminars
   - Social functions

4: Is there a divisional website? YES/NO – if yes, is full information on meetings uploaded?

5: Proposed meetings/dates to be held during 2020 including AGM

6: Report 2020 activities and successes or innovations
   List meetings and activities highlighting any particular successes or innovations

7: Expenditure

Please list your expenditure for 2019 and predicted expenditure for 2020

Divisions may claim for the following expenses:

i. Speakers fees for scientific subjects only or charitable donations in lieu of fees
ii. Reasonable room hire charge
iii. Reimbursement of travelling expenses for speakers only (in accordance with the rules for elected BMA members*)
iv. Hotel rates for speakers only (in accordance with the rules for elected BMA members*)
v. Meals at division meetings (three meals per year, up to £25.00 per head for each meal**)
vi. Light refreshments at division meetings (tea, coffee, biscuits)
vii. Reasonable secretarial expenses, supported by itemised receipts and invoices
viii. Purchase of equipment provided that permission has been granted by Council secretariat.
It is not sufficient to give one total payment in respect of all expenses.

* Please refer to the BMA committee expenses policy 2019-2020

** No more than 3 division meetings can be claimed for in any one year.

Unauthorised expenditure
Expenditure from Association funds such as the following would be contrary to the practice of the Association:

i. Honoraria or fees to speakers on non-scientific subjects invited by the division to address its members. e.g. BMA committee officers and members

ii. Grants to benevolent funds

iii. Grants to other funds created for objects to which the funds of the Association cannot lawfully be applied

iv. Donations or subscriptions to other local or national organisations (except appropriate charitable donations in lieu of speakers fees)

v. Wreaths or other tributes

vi. Purchase of division regalia or additions thereto

Only transactions made through the official account and via Concur should be reported in the financial statements.

Any other activities, social functions, parties, informal dinners, dances, etc that a division organises should be financed locally. Any donations received by the division should be put into the voluntary account.

8: Aims for 2020

Please list the aims of the division activity and meetings for 2019

9. Non financial assistance required

Please list any non financial requirements

10. Division regalia

Please note that divisional regalia is no longer covered under any of the BMA insurance policies. It is not recommended that divisions insure their regalia, but should a division wish to do so, they are advised to have the item(s) professionally valued and then to obtain insurance quotes to insure the item(s). The cost of the valuation and insurance premiums will not however be reimbursed by the BMA and the division will therefore need to meet the cost from voluntary or other “non-official” funds.

However, in cases where the following conditions are met the BMA will meet the cost of replacing lost or stolen regalia:

a) the division has provided the BMA with a photograph of the regalia before it is lost;
b) the division satisfies the BMA that it had a reasonable procedure in place before the loss for the safekeeping of the regalia; and

c) the division can prove that it obtained at least two quotes for the replacement (based on the photograph of the lost piece of regalia)
Please note that the cost of replacing golf trophies or similar will not be met by the BMA.

Should you wish to register details of your regalia at BMA House, please send photographs of the item(s), with a scale indicating their size, together with a description if necessary, to Lee Sands (lsands@bma.org.uk) in the records and archives department, who will hold them for safe-keeping. If you should need to replace a lost or stolen item in the future, please contact Amanda Ewin (aewin@bma.org.uk 020 7383 6104) in our finance team for advice.

11. **Signatures**

Please make sure the form is signed and dated

**Additional information**

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<thead>
<tr>
<th>Changes to the grants process</th>
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<tbody>
<tr>
<td>As of 1 January 2020, BMA divisions will no longer be funded by annual grants. All divisions will be required to process meeting expenses via Concur. This allows any member of the division’s executive committee to be quickly reimbursed for expenses incurred within a few weeks rather than waiting for an annual grant payment. All expenses must be submitted within three months of the meeting date. In exceptional circumstances, the treasurer will approve late claims.</td>
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<tr>
<th>Annual report</th>
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<tr>
<td>All active divisions are required to submit an annual report summarising details of their division activity in the previous year. <strong>This includes all divisions already using Concur.</strong></td>
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<th>Unused funds</th>
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<tr>
<td>Any remaining funds from the first official account can be transferred direct to the BMA via BACS using the following bank details:</td>
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</table>
Please include the name of the division in the payment reference field.

Once funds have been transferred and the account is closed, please notify council secretariat by contacting Jesamine Noel JNoel@bma.org.uk. If you experience any issues with closing the official account, please contact council secretariat for further advice.

If you would like to return any remaining funds by cheque please send to Olivia O’Mahoney, Council secretariat, BMA House, Tavistock Square, London WC1H 9JP

Please include the name of the division in any correspondence.

The division’s voluntary account (2nd account) which is financed locally and supported by donations may remain open and be used for all other activities, social functions, parties, informal dinners and dances.

Support from your BMA regional centre

A service specification is agreed between each division and their BMA regional centre. The service specification will set out the level and type of support to be provided by the BMA regional centre and what the division is required to do.

Contact details

If you have any questions please contact Jesamine Noel on 020 7383 6926/ jnoel@bma.org.uk

(Last revised in November 2019)