

## PAYMENTS POLICY

| Version control  | Date and updates  |
|------------------|---|
| <b>Original</b>  | September 2019  |
| <b>Version 2</b> | December 2020: changes of personnel at secretariat<br>December 2020: payments of awards                           |
| <b>Version 3</b> | January 2021: correction of authorized payment amounts from £1000 to £10,000 (online version without staff names) |
| <b>Version 4</b> | 7 December 2021: to be reviewed, 7 December 2021  |

### 1.0 Purpose

The Payments Policy provides Officers of the British HIV Association (BHIVA) with complete financial control of all income and expenditure processed on behalf of the association. The secretariat is authorised to carry out the procedures outlined in the policy under the instruction of the Honorary Treasurer of BHIVA.

### 2.0 Policy scope

The policy allows for the day-to-day financial administration of the charity's activities to be carried out by the secretariat under the supervision of the British HIV Association. The secretariat will follow the agreed procedures outlined below to ensure that all expenditure is monitored and approved by the Honorary Treasurer or another BHIVA Officer, or member of the Executive Committee before being processed.

The BHIVA bank accounts are held with Nat West and all financial transactions are processed using Bankline, the online business banking solution provided by Nat West.

Access to Bankline is obtained through user accounts set up by the Bankline Administrator. At the request of BHIVA, the secretariat (Medivents) have been assigned the role of Administrator. The following authorised personnel have access to the account and appendix 1 confirms the users and their access levels.

- Joint Managing Director      Medivents
- Joint Managing Director      Medivents
- Finance Support                  Medivents
- Honorary Treasurer BHIVA    Iain Reeves – currently in post
- Vice Chair BHIVA                Caroline Sabin – currently in post

All the above personnel/post holders have the authority to view the accounts and make payments. Finance Administrator working for the secretariat has the authority to make payments up to a threshold of £1,000. Payments over this

amount must be authorised by a member of the secretariat senior management team (Joint Managing Directors).

Online payments can be made from the BHIVA bank account by a single authorised person. Cheques can be issued by the secretariat on behalf of BHIVA with a single signatory. BHIVA do not hold any credit or debit cards.

The secretariat senior management team has the authority to request the setup of direct debits and standing orders but the implementation of such requests is subject to approval by one of the above approved BHIVA Bankline Users.

Approval is granted through the completion of the appropriate form that must be signed by secretariat and approved by BHIVA before being returned to the bank via post or email for implementation.

### 3.0 Policy owner

British HIV Association (BHIVA)

### 4.0 Procedures

The approval process for payments is as follows:

- Supplier invoices received directly to BHIVA secretariat offices
- Invoices logged, dated, and marked as received
- Details of the supplier, date, amount, and description entered on to summary spreadsheet (See appendix 2 for example)
- In the last week of each month<sup>1</sup> summary spreadsheet of invoices sent via email to the Honorary Treasurer with scanned copies of all invoices attached
- Honorary Treasurer to approve each of the invoices listed and return the updated spreadsheet to the secretariat
- All approved invoices to be paid and any queries followed up
- Any queried payments remain pending until the query has been resolved and authorisation to proceed has been granted
- At busy times of the year, e.g., in the run up to conferences invoice authorisation may also be required on an ad-hoc basis as required
- Invoice schedules to be dated and saved to be referred to, as necessary

### 5.0 Exhibits / Appendices / Forms

Appendix 1 - Nat West Bankline user functions summary

Appendix 2 - Invoice Summary authorisation schedule

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<sup>1</sup> Payments of awards previously agreed by committees and those paid from restricted funds, e.g., conference awards, research awards, exchange awards, implementation science awards, do not need additional approval from the Honorary Treasurer

## Appendix 1

| Authorised User                   | Access level  | Permissions   |
|-----------------------------------|---------------|---|
| Joint Managing Director           | Administrator | Account set up/access levels/admin/payments/authorize payments over £10,000 |
| Joint Managing Director           | Administrator | Account set up/access levels/admin/payments/authorize payments over £10,000 |
| Finance Support                   | Bankline User | Accounts processing/payments up to £10,000 without authorisation            |
| Honorary Treasurer<br>Iain Reeves | Administrator | Payment authorisation /accounts view/audit                                  |
| Vice Chair<br>Caroline Sabin      | Administrator | Payment authorisation /accounts view/audit                                  |

## Appendix 2

The spreadsheet below to be populated with details of invoices due and circulated to BHIVA for approval prior to invoices being paid.

| Supplier | Date | Invoice No | Net Amount | Details | Approved |
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