



Derby Community Accountancy Service

DCAS SERVICES:

- * Independent Examinations
- * Payroll Services
- * Advice
- * Training & Support

☎: 01332 364 784

✉: casbitcderby@hotmail.com

<http://derby-community-accountancy.org.uk/>

SUMMER NEWSLETTER 2016

Congratulations to ALL of those organisations who have sent in such well-kept accounts for Independent Examination this year. It is clear that our Training and Support Services have really helped you - and have also helped to keep your bills down!!



We can now announce that the

The Medway Centre Community Association
are the very first winners of the Andrew Buxton Memorial Award.

So, why did they win the award?

They won it because they did everything that they could to make life easy for the Independent Examiner. They had all the necessary records and information available to enable accurate annual accounts to be prepared. They then sent us all the required information:

- A copy of the minutes of the AGM appointing CAS as examiner
- A list of the current trustees/members of the management committee
- A copy of the minutes of any meeting amending the constitution or rules
- A copy of their charity registration
- A copy of the previous year's annual accounts
- A record of all their bank and cash income and expenditure, totalled and balanced for the year
- All vouchers covering receipts and payments for the entries in both the cash and petty cash books
- Their Deposit Account books and Bank Statements covering the year
- All their salary records
- An inventory of equipment which is the property of or in the control of their Organisation
- Full details of any monies owed to or by the Organisation (debtors/creditors)
- All correspondence relating to funding or donations
- Their schedule of insurance cover and premiums

Their Treasurer/Finance Officer was available during the process to provide any additional information or to answer any queries which relate to the accounts



They present a model which we would like all groups to adopt. The day-to-day recording of all book-keeping records is carried out by the staff. The Treasurer periodically reviews the work carried out by the staff and is there for them should they need any advice or assistance.

**Congratulations and well done!
Keep up the good work!!**

***Mrs Janet Buxton will present the
award in the Autumn***

Statutory Sick Pay – who qualifies?

Eligibility and form SSP1

To qualify for Statutory Sick Pay (SSP) employees must:

- have an employment contract
- have done some work under their contract
- have been sick for 4 or more days in a row (including non-working days) - known as a 'period of incapacity for work'
- earn at least £112 a week
- give you the correct notice
- give you proof of their illness, only after 7 days off

Employees who have been paid less than 8 weeks of earnings still qualify for SSP.

An employee's period of incapacity for work is not interrupted if they take annual leave during that time.

Employees can qualify for sick pay from more than one job.

They could also qualify in one job but be fit for work in another, eg if one job is physical work that they can't do while ill but the other is office-based.

Exceptions

Employees don't qualify for SSP if they:

- have received the maximum amount of SSP (28 weeks)
- are getting Statutory Maternity Pay or Maternity Allowance - there are special rules for pregnant women and new mothers who don't get these payments
- are off work for a pregnancy-related illness in the 4 weeks before the week (Sunday to Saturday) that their baby is due
- were in custody or on strike on the first day of sickness (including any linked periods)
- are working outside the EU and you're not liable for their National Insurance contributions
- received Employment Support Allowance within 12 weeks of starting or returning to work for you

Linked periods of sickness

If your employee has regular periods of sickness, they may count as 'linked'. To be linked, the periods must:

- qualify for SSP by lasting 4 or more days each
- be 8 weeks or less apart

Your employee is no longer eligible for SSP if they have a continuous series of linked periods that lasts more than 3 years

Form SSP1

You must send an employee form SSP1:

- within 7 days of them going off sick, if they don't qualify for SSP
- within 7 days of their SSP ending, if it ends unexpectedly while they're still sick
- on or before the beginning of the 23rd week, if their SSP is expected to end before their sickness does

They can apply for Employment and Support Allowance (ESA) instead.

If your employee thinks this is unfair, they can appeal to HMRC

For more information: <https://www.gov.uk/employers-sick-pay/eligibility-and-form-ssp1>



What is a CIC?

A Community Interest Company (CIC) is a limited company, with special additional features, created for the use of people who want to conduct a business or other activity for community benefit, and not purely for private advantage. Their primary purpose is to provide benefits to the community, rather than to the individuals, who own, run or work in them.

What does a Community Interest Company do?

Community interest companies (CICs) are organisations pursuing social objectives, such as environmental improvement, community development and inclusion, fair trade, support services etc. Social enterprises are playing an increasing role in regenerating disadvantaged areas, empowering local communities and delivering new, innovative services at local level, and the growing range of CICs reflect this.

The Community Interest Test

All companies applying to be registered as CICs must provide the Regulator with evidence that they will satisfy The Community Interest Test. To enable the Regulator to decide whether they will satisfy the test, applicants are required to deliver a Community Interest Statement to the Registrar.

In order to determine whether your company satisfies (or will satisfy) the test, you need to consider:

- the purposes for which it is set up
- the range of activities in which it will engage
- who will be seen as benefiting from its activities

Forming a new Community Interest Company (CIC)

Setting up a company brings many obligations. Before proceeding you are recommended to take professional legal, or accountancy, advice on whether a limited company, in the form of a community interest company (CIC), is the best way to run your enterprise.

Where can I find out more?

There is lots of information available on the Government Website. In particular, we recommend these documents:

<https://www.gov.uk/government/publications/community-interest-companies-introduction>

<https://www.gov.uk/government/publications/community-interest-companies-how-to-form-a-cic>

Ending of Funding from Derby City Council

Is this the end of DCAS?

NO!!!! Derby Community Accountancy Service is very much open for business. We continue to run our full range of Services:

- Independent Examination of Accounts Service
- Payroll Services for Voluntary Groups
- Advice and Support Services on financial matters
- Training Courses for the Voluntary Sector

Training Courses for the Autumn

We already have several courses planned for the Autumn - full details can be found in the attached flyer

- Book Keeping
- Budgeting
- Employment Law

Our training courses remain free of charge to the Voluntary Sector in Derby and Derbyshire.

Here are some recent feedback comments from attendees on our courses :

Very Informative and clear

I learned a lot and we can apply it to our charity

I have gained a good overview of Budgeting and Cashflow and who needs to be involved. Good examples too

The information is very valuable for my organisation's development

I really enjoyed the course - very informative and easy to follow

Very informative and relevant and useful

We would like to thank Derby Community Foundation for their support during this difficult time of funding cuts to the Voluntary Sector.

Derbyshire Community Foundation
For Derbyshire for good