



LOCSU

Treasurer Forum

13 February 2024

London

Agenda



LOCSU

- 11am:** Welcome and PCSE update
- 11.20am:** Succession planning
- 12.15pm:** Accounts and record keeping, Sarah Kinsey, Menzies
- 1.15pm:** Lunch
- 2pm:** Discussion groups
- Things I wished I'd known - efficiencies and continuous improvement (15 mins)
- Constitution briefing - financial aspects (10 mins)
- Policies: expenses, reserves, financial governance (15 mins)
- Or...
- Budgeting: how to plan, forecasting (15 mins)
 - Flex for discussion (20 mins)
- 3pm:** PAYE and year end planning, Mohammed Chaudhry and Asim Chaudhry, Locumkit
- 3.50pm:** Reflections
- 4pm:** Close

Housekeeping



LOCSU

**Chatham House
Rule**

**Listen to others,
and refrain from
side conversations**

**Photography will be
taking place today –
please let us know if
you don't want your
photo taken**

**Car park – jot items
down to discuss
later on**

**Be concise,
allowing everyone
time to speak**

**Encourage
positivity**

Let people finish

**Respect differing
opinions**



LOCSU

Janice Foster
LOCSU CEO

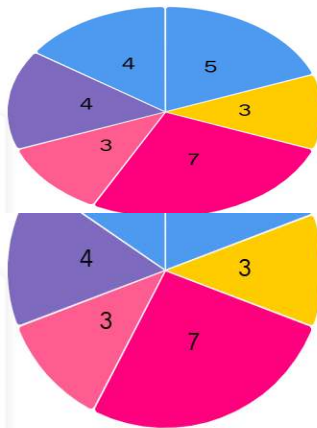
A bit about you



LOCSU

Join at menti.com | use code 7552 3055

How long have you been a LOC Treasurer?



- 5 Less than 6 months
 - 3 6-12 months
 - 7 1-3 years
 - 3 3-5 years
 - 4 5-10 years
 - 4 Over 10 years
- 3 6-12 months
 - 7 1-3 years
 - 3 3-5 years
 - 4 5-10 years
 - 4 Over 10 years



Menti
Treasurer morning

Choose a slide to present

- How long have you been a LOC Treasurer?
- What is the main focus of the Treasurer role in our LOC?
- What is the main focus of the Treasurer role in our LOC?
-
-

A bit about you



LOCSU

Join at menti.com | use code 7552 3055

What is the main focus of the treasurer role on your LOC?



Menti
Treasurer morning

Choose a slide to present

- What is the main focus of the treasurer role on your LOC?
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... and your views



LOCSU

Join at menti.com | use code 7552 3055

We would love to hear from you, what you are feeling more fearful about?

23 responses

Succession.	Account inspection and what's needed / the format it is expected	Making a mistake with the numbers
Making mistakes	How to prepare accounts for audit	Not getting the numbers right 😊
Error	Presenting	Responsibility of finances/money
Getting it wrong Making mistakes	NHS/GOS changes - practices moving	Changes to yr end audit
Error	How to prepare accounts for audit	Not getting the numbers right 😊
Getting it wrong	Presenting	Responsibility of finances/money
	NHS/GOS changes - practices moving to private only	Changes to yr end audit

Menti
Treasurer morning

Choose a slide to present

The screenshot shows a Menti poll interface. At the top, it says 'Join at menti.com | use code 7552 3055'. The poll question is 'We would love to hear from you, what you are feeling more fearful about?'. Below the question, there are 23 responses displayed in a grid. The responses are: Succession., Making mistakes, Error, Getting it wrong Making mistakes, Error, Getting it wrong, Account inspection and what's needed / the format it is expected, How to prepare accounts for audit, Presenting, NHS/GOS changes - practices moving, How to prepare accounts for audit, Presenting, NHS/GOS changes - practices moving to private only, Making a mistake with the numbers, Not getting the numbers right 😊, Responsibility of finances/money, Changes to yr end audit, Not getting the numbers right 😊, Responsibility of finances/money, and Changes to yr end audit. On the right side, there is a vertical list of slides to present, with the first slide selected. The slide content includes a pie chart and text: 'What is the main fear for all of the Treasurer role in your CEO?'. The interface also includes navigation arrows at the bottom and a small icon of a person in the bottom right corner.



... and your views



LOCSU

Join at menti.com | use code 7552 3055

What are you most excited by?

All responses to your question will be shown here

Each response can be up to 200 characters long

Turn on voting to let participants vote for their favorites

Menti
Treasurer morning

Choose a slide to present

- How long has your team been a LOCSU Treasurer?
- What's the best for all of the Treasurers in your LOCSU?
- How long has your team been a LOCSU Treasurer?
- What's the best for all of the Treasurers in your LOCSU?
- How long has your team been a LOCSU Treasurer?
- What's the best for all of the Treasurers in your LOCSU?



PCSE issues > solutions



LOCSU

- **Domiciliary levy** > annual dispersal evenly across LOCs, next payment April 2025.
- **Treasurer email account access** > audit completed to fix known issues & instructions for resolving/ escalating shared in bulletin.
- **Levy change requests** > form & process on LOCSU website, LOCs to escalate delays to info@locsuhq.nhs.uk to chase and unblock.
- **Other changes (boundaries, mergers, misallocated practices)**> drafted & piloting change request forms, paused by CAPITA (PCSE contractor) in September, NHSE recently confirmed this can restart.

Anything we missed drop in QR code or talk to us today



CAPITA/ NHSE update (PCSE)



LOCSU

- CAPITA contracted by NHSE to provide and maintain PCSE
- From May 2024, LOCSU met CAPITA twice monthly to escalate issues, collaborate on solutions and agree communications with LOCs
- Meetings paused September 2024 by CAPITA
- On 6 February 2025 in a meeting of NHSE and LOCSU it was agreed we would work together (and with PCSE) to:
 - Test, decide, implement, and communicate Continuous Improvement (CI) solutions.
 - Review learning from previous pilot of a new 'change request process' for implementing LOC mergers (Inner South West London LOC and London Area team).
 - Pilot a new 'change request process' for reviewing misallocations of GOS Contractors (with Essex and Cheshire LOCs).
 - Ensure continued momentum by scheduling monthly meetings of LOCSU, NHSE and PCSE until such time as the CI solutions become Business As Usual.



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Succession Planning

Mo Bhuta

Manchester, Salford & Trafford LOC

Manchester, Salford, & Trafford LOC



LOCSU

Why be a treasurer?



Background to taking over



LOCSU

- Current treasurer in post for many years
- Looking to stand down
- No one keen on stepping up
- Saw a good opportunity to challenge myself...again!
- Expected;
 - Primarily book keeping
 - Paying invoices



Handover



LOCSU



- Structured – several meetings and a lengthy process of shadowing
- All records were kept on paper – preferred this method but recognise the need for digitalisation
- Well organised folders for everything – made easier to track
- However, concern re: GDPR.
- Paper records at home?
- Security?
- Mitigations for risk?
- Losing / theft of records?

Challenges



LOCSU

- Reality – had to understand financial history, manage levy payments, and preparing reports for meetings, and trying to develop some way to forecast
- Time / capacity - fitting in duties
- Banking!
- Passwords – PCSE / banking
- Changing from paper to digital
- Levy / PCSE
- Expenses policy



Support



LOCSU



- LOC – treasurer continuing on committee with significant time shadowing
- Easy access to records and key documents
- LOCSU – resources and support;
- Treasurer job description and key responsibilities
- Louise / Lisa email support
- LOCSU website resources
- Gaps?
- 73 LOCs..... Someone somewhere probably doing role perfectly!
- Connecting with other treasurers to share best practice

Ideal handover



LOCSU



Ideal handover



LOCSU

Financial Overview

- Summary of income, expenses, reserves, and key financial commitments
- Financial trends – any major changes in income/expenditure in recent years
- Reserves policy – amount kept aside and why

Banking & Account Access

- List of current bank accounts and signatories
- Process for updating signatories and online banking access
- Online banking login setup and guidance on authorising payments

Financial Reports & Records

- Copy of the latest Treasurer's Report (for AGM or recent LOC meeting)
 - Past financial statements (at least the last 2–3 years)
 - Budget plan for the year ahead
-

Ideal handover



LOCSU

Access to financial records

- Location of key documents (Google Drive, Dropbox, physical files)
- Accounting software (if used) and login details
- Past meeting minutes with financial discussions for reference

Management of levies

- Current LOCSU levy percentage and payment schedule
- NHS levy payment process – how and when payments are received
- How levy percentage is reviewed and adjusted if needed

Income & expenses

- Breakdown of regular income sources (e.g., NHS levy, training, sponsorships)
 - List of regular expenses (e.g., meeting costs, honorariums, admin support)
 - Ad-hoc or unexpected expenses to be aware of
 - Outstanding invoices – payments due and amounts expected
-

Ideal handover



LOCSU

Reporting

- Annual financial reporting deadlines (AGM, accountant, LOC members)
- Any HMRC obligations (if applicable)
- GDPR compliance – ensure financial data is securely stored and managed

Handover and future planning

- Identify financial risks or challenges the LOC may face
- List of key contacts (LOC Chair, Secretary, bank, accountant/auditor)
- Advice for the new Treasurer – key lessons and things to watch out for
- Confirm transition period and offer support for questions after handover



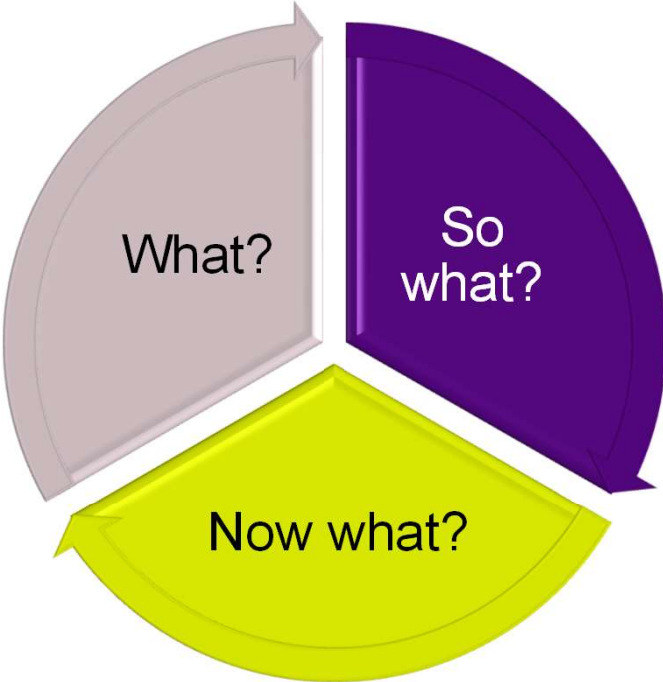
LOCSU



Succession Planning



LOCSU



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Scan the QR code to note down topics that you'd like to cover at a future date/time.





LOCSU

Accounts and Record Keeping

Sarah Kinsey, Menzies



Local Optical Committee

Record Keeping Presentation

Sarah Kinsey
13th February



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01

Record Keeping

Income and Expenditure

02

Checks and Reviews

Statements

03

Reports

Performance and Annual

04

Documents

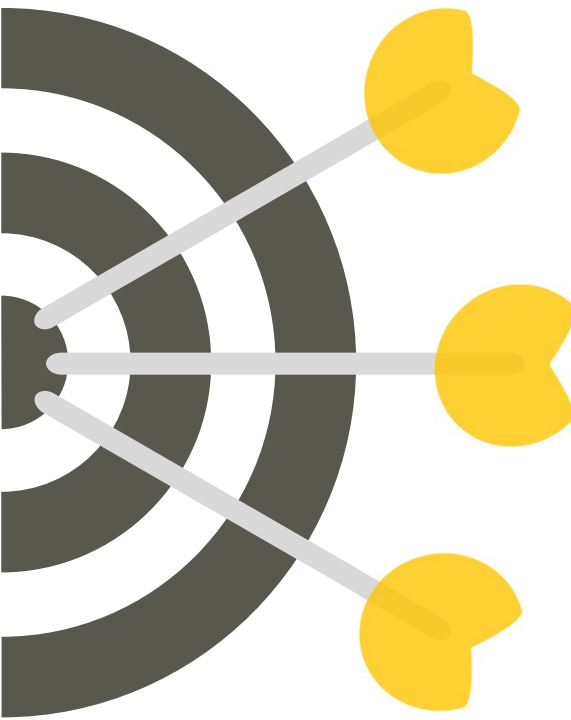
Keeping records and correspondence

Record Keeping

Income – Expenditure = Profit

Profit and Loss			
Demo Company			
	Jan 2025	Dec 2024	Nov 2024
Income	8,800.87	7,953.74	5,345.84
Expenditure			
Marketing	500.00	0.00	0.00
Bank Fees	15.00	15.00	15.00
Committee Board	650.00	650.00	650.00
Entertainment & Gifts	0.00	100.00	0.00
Travel Expenses	244.29	91.29	82.75
Education & CPD	103.43	0.00	0.00
Venue Hire and Meetings	123.75	0.00	0.00
Postage	0.00	24.62	0.00
Printing & Stationery	12.50	0.00	18.09
Subscriptions	9.90	9.90	0.00
Telephone & Internet	23.11	23.54	22.10
Website & IT	12.99	12.99	12.99
Total	1,694.97	927.34	800.93
Operating Profit	7,105.90	7,026.40	4,544.91

Checks and Review



Bank balance

Using the cash book method, the activity per month should equal the difference between the opening and closing bank balances.

Petty Cash / Personal Expenses

Making sure transactions are added for petty cash being used, or committee buy things personally.

Document copy

Copies of receipts and invoices should be kept, physical or online, with usable references matching your cashbook.

Bank to Cash Book Reconciliation

Date	Description	Amount
Bank Account		
01 Dec 2024	Opening Balance	2,340.65
31 Dec 2024	Closing Balance	9,367.05
	Movement	7,026.40
Cash Book		
Dec 2024	Income	7,953.74
	Expenditure	927.34
	Movement	7,026.40
	Difference	0.00



Reports

Report	Use
Month Income & Expenditure	To record activity Cashflow
12-month Income & Expenditure	Comparative month by month Identify trends Anomalies
Yearly Income & Expenditure	Operation activity Overall cashflow

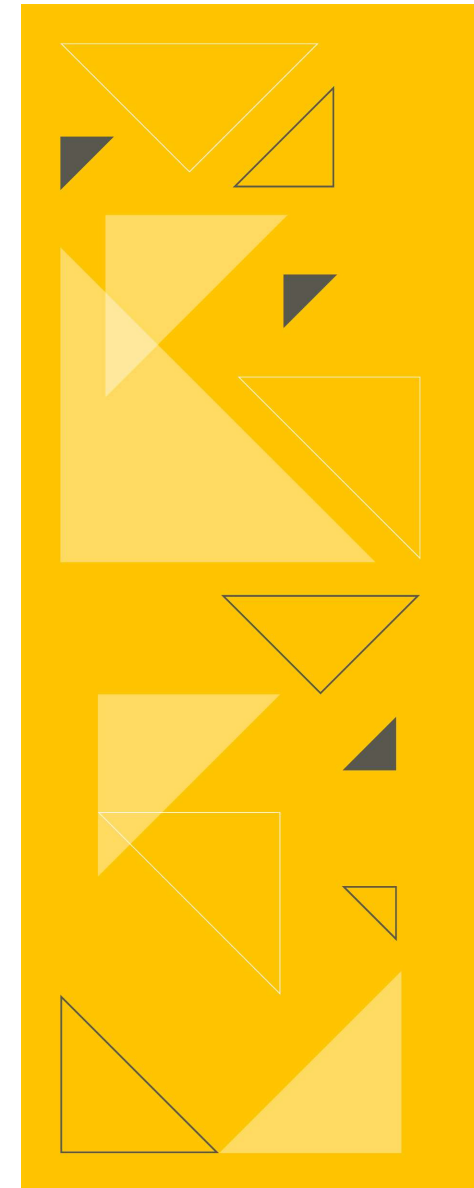
Month Activity

Month Activity v Budget

Demo Company (UK)

For the month ended 31 January 2025

Account	Jan 2025	Jan 2025 Budget	Variance	Variance %
Income	13,800.87	6,000.00	7,800.87	130.01%
Total Income	13,800.87	6,000.00	7,800.87	130.01%
Operating Expenses				
Advertising & Marketing	7,044.79	7,000.00	44.79	0.64%
Audit & Accountancy fees	46.96	50.00	(3.04)	-6.08%
Bank Fees	0.00	30.00	(30.00)	-100.00%
Cleaning	0.00	100.00	(100.00)	-100.00%
Entertainment - 0%	0.00	50.00	(50.00)	-100.00%
Entertainment-100% business	18.33	0.00	18.33	0.00%
General Expenses	244.29	120.00	124.29	103.58%
Light, Power, Heating	103.43	90.00	13.43	14.92%
Motor Vehicle Expenses	123.75	130.00	(6.25)	-4.81%
Postage, Freight & Courier	104.19	50.00	54.19	108.38%
Printing & Stationery	65.58	20.00	45.58	227.90%
Rent	984.38	1,030.00	(45.62)	-4.43%
Repairs & Maintenance	0.00	100.00	(100.00)	-100.00%
Subscriptions	49.90	0.00	49.90	0.00%
Telephone & Internet	45.11	45.00	0.11	0.24%
Travel - National	0.00	150.00	(150.00)	-100.00%
Total Operating Expenses	8,830.71	8,965.00	(134.29)	-1.50%
Net Profit	4,970.16	(2,965.00)	7,935.16	



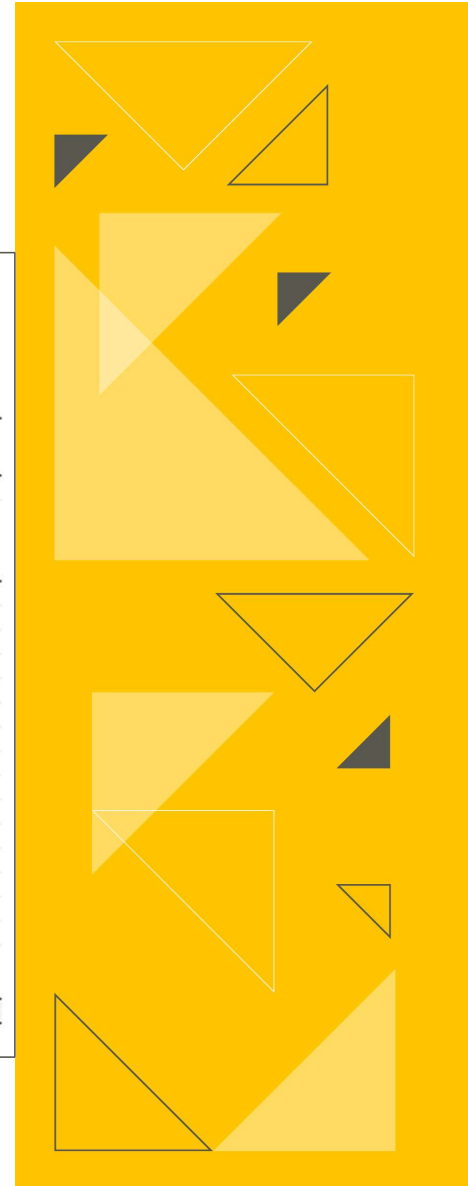
By Month

Profit and Loss

Demo Company (UK)

For the year ended 31 March 2025

Account	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Year to date
Income	416.67	5,345.84	7,953.74	13,800.87	5,369.80	-	37,220.27
Total Income	416.67	5,345.84	7,953.74	13,800.87	5,369.80	-	37,220.27
Administrative Costs							
Advertising & Marketing	-	-	1,666.67	7,044.79	-	-	8,711.46
Audit & Accountancy fees	-	46.96	46.96	46.96	-	-	140.88
Bank Fees	-	15.00	15.00	-	-	-	30.00
Cleaning	-	-	99.23	-	-	-	99.23
Entertainment-100% business	-	13.00	13.33	18.33	-	-	44.66
General Expenses	-	82.75	91.29	244.29	-	-	418.33
Light, Power, Heating	113.41	129.38	103.43	103.43	-	-	1,010.70
Motor Vehicle Expenses	-	123.75	59.00	123.75	342.79	-	649.29
Postage, Freight & Courier	-	-	-	104.19	10.00	-	94.19
Printing & Stationery	-	18.09	-	65.58	-	-	83.67
Rent	984.38	984.38	984.38	984.38	-	-	3,937.52
Repairs & Maintenance	-	-	886.30	-	-	-	886.30
Subscriptions	-	-	1,219.90	49.90	35.00	-	1,234.80
Telephone & Internet	-	37.43	81.94	45.11	-	-	164.48
Travel - National	-	29.08	-	-	201.67	-	230.75
Total Administrative Costs	1,097.79	1,479.82	5,267.43	8,830.71	499.46	-	17,736.26
Operating Profit	(681.12)	3,866.02	2,686.31	4,970.16	4,870.34	0.00	19,484.01



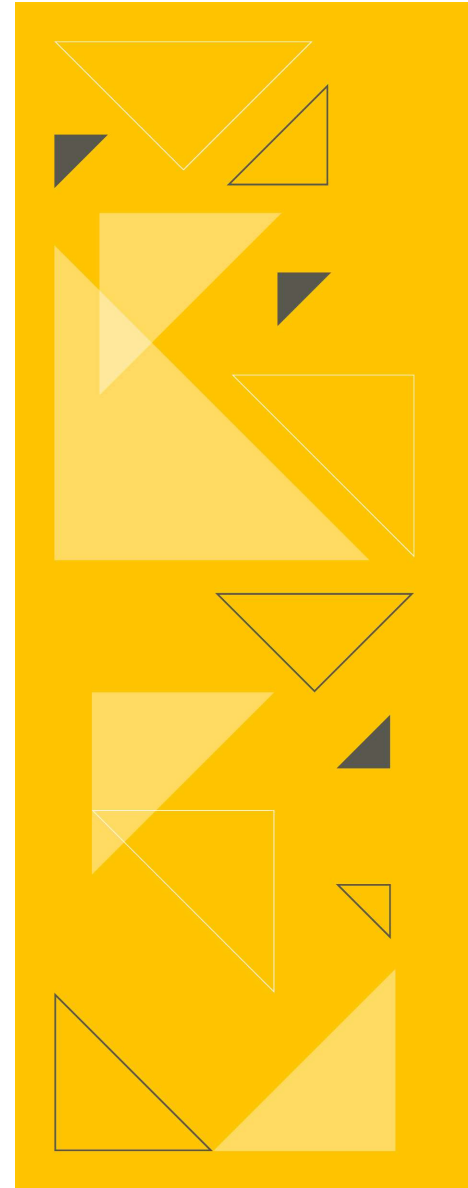
Annual Activity

Profit and Loss

Demo Company (UK)

For the year ended 31 March 2025

Account	2025	2024
Income		
Other Income	0.00	3,500.00
Income	37,220.27	1,250.01
Total Income	37,220.27	4,750.01
Administrative Costs		
Advertising & Marketing	8,711.46	0.00
Audit & Accountancy fees	140.88	0.00
Bank Fees	30.00	0.00
Cleaning	99.23	0.00
Consulting	0.00	3,600.00
Entertainment-100% business	44.66	0.00
General Expenses	418.33	8,000.00
Light, Power, Heating	1,010.70	270.95
Motor Vehicle Expenses	649.29	0.00
Postage, Freight & Courier	94.19	0.00
Printing & Stationery	83.67	512.00
Rent	3,937.52	0.00
Repairs & Maintenance	886.30	0.00
Subscriptions	1,234.80	0.00
Telephone & Internet	164.48	0.00
Travel - National	230.75	0.00
Total Administrative Costs	17,736.26	12,382.95
Operating Profit	19,484.01	(7,632.94)



Document Keeping

The Reports you produce should be substantiated with documents and statements.



Receipts/Invoices

Referenced
Organised
6 years



Statements & Minutes

Referenced
To match with reports
Objectivity



Cloud Storage

Online drive
Software
Local computer

THANK YOU!

DO YOU HAVE ANY
QUESTIONS?

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Do not leave the room today
wishing you had said
something – share!

www.menzies.co.uk

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Lunch

1.15pm – 2pm



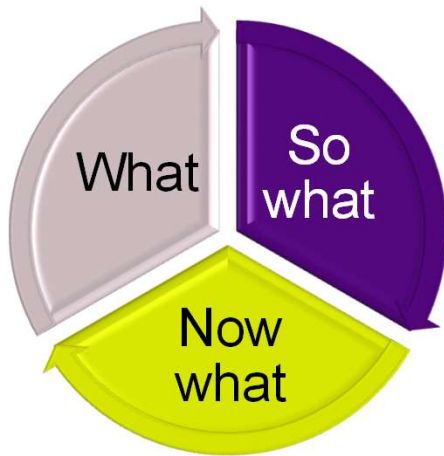
**Do not leave the room today
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info@locsu.co.uk

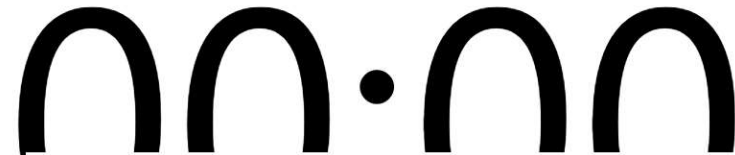
Discussion groups



LOCSU



Things I wished I'd known... efficiencies and continuous improvement



Start Stop Reset mins:15 secs:0 type: None ▾

Breaktime for PowerPoint by Flow Simulation Ltd.

Show Settings

Scan the QR code to note down topics that you'd like to cover at a future date/time.



Constitution: financial policies & budgeting



LOCSU

Aim

Timeline

LOC Feedback

Governance framework

Definitions of new/ key financial terms

Setting the Statutory Levy (Handout)

Constituent powers (Handout)

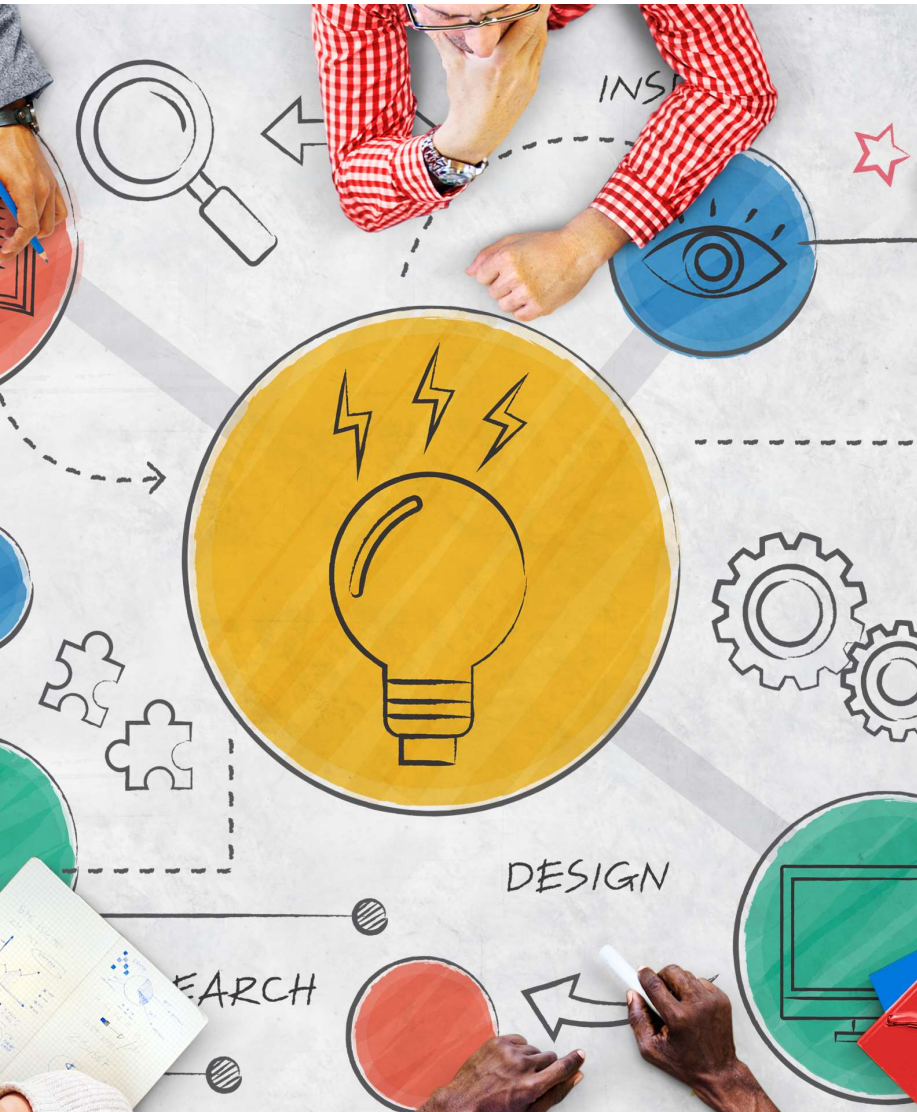
Reserves policy (Handout)

Other sources of income (Handout)

Financial policies (Handout)

Background

Key changes



Aim



LOCSU

Create a practical constitutional framework that enables LOC members to bring their different talents and ideas to the LOC table, collaborating effectively to deliver the statutory duties of the LOC and working with other partners to help improve primary eye care provision.

Background

Timeline



LOCSU

2023 Explored need with LOCs
Scoped project
Launched Listening Exercise & events

2024 Concluded Listening Events
LOC survey on draft Core Constitution
Deep dive into 'Funding'
Draft Schedules co-produced with LOCs

2025 Finalise by end of February
Support early adopters (March/ April AGMs)
Share learning
Develop wider support offer

Background

How have we reviewed the constitution?



LOCSU

2023

- dialogue with a sample group of LOCs about the need for change.
- launched Listening Exercise at NOC'23 to inform and engage all LOCs.
- hosted online and in-person Listening Events to explore the need and opportunity.

2024

- drafted core constitution with legal support and taking account of LOC feedback
- consulted on the draft through online survey of LOCs.
- consulted treasurers – deep dive into funding section feedback & solutions.
- revised the core constitution and drafted supporting schedules.
- formed an LOC Constitution Reference Group (5 LOCs) who helped co-produce draft schedules.
- updated LOCs at 7 Regional Optical Conferences who engaged in co-production of the Schedules.

2025

- final draft stage with legal support.

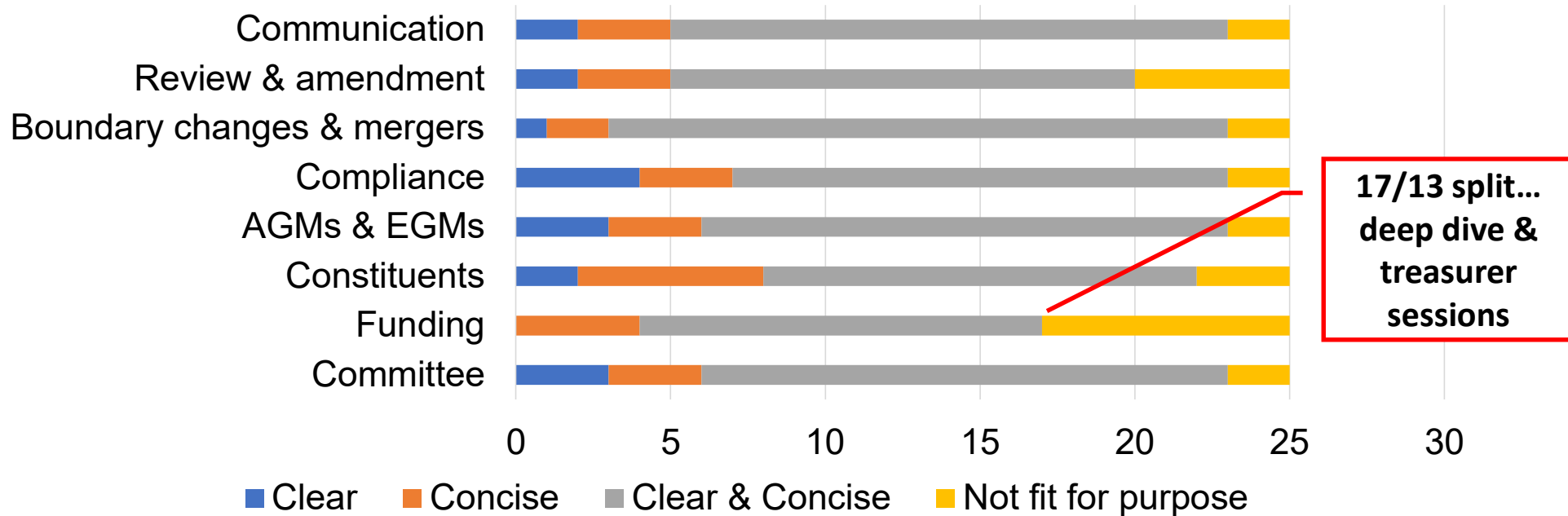
Background

LOC Feedback



LOCSU

Perceptions of each section of the Core Constitution...



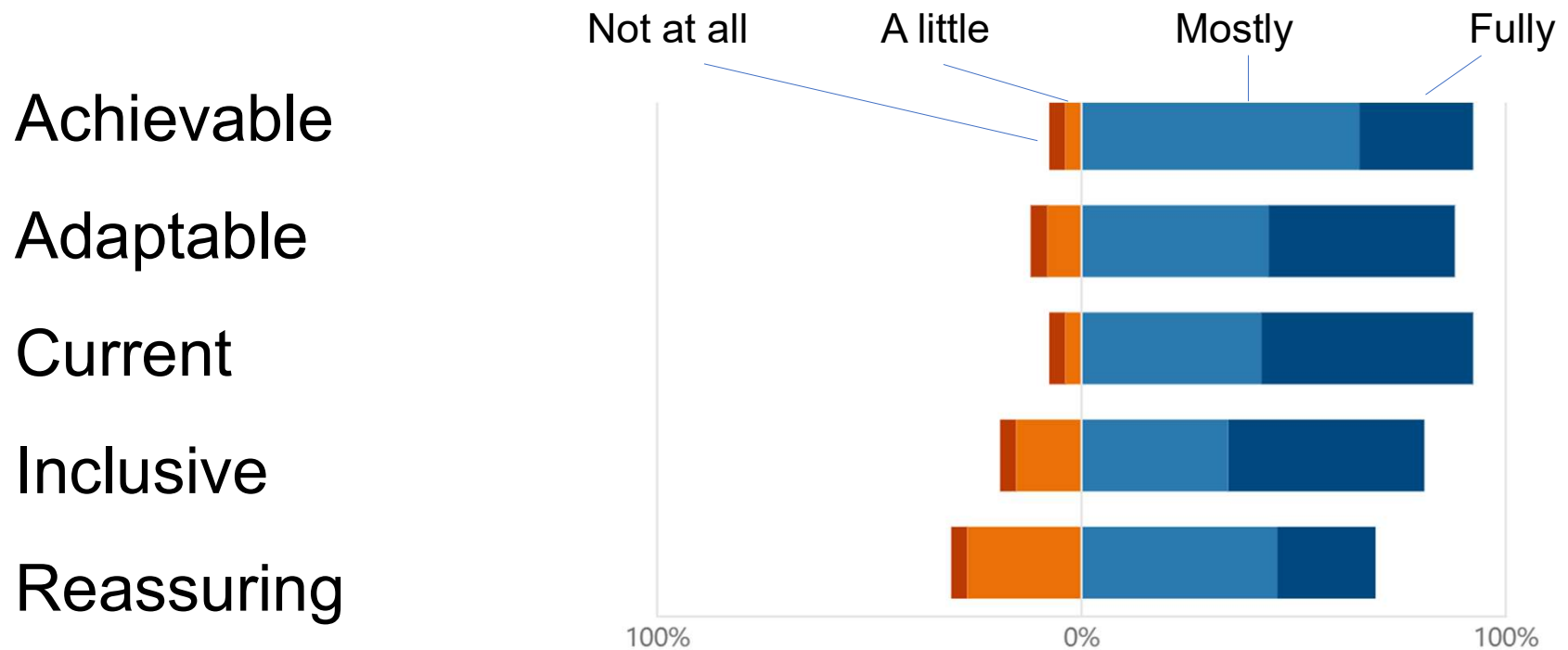
Background

Source: Online LOC consultation survey, Spring 2024 (30 LOC responses)

LOC Feedback



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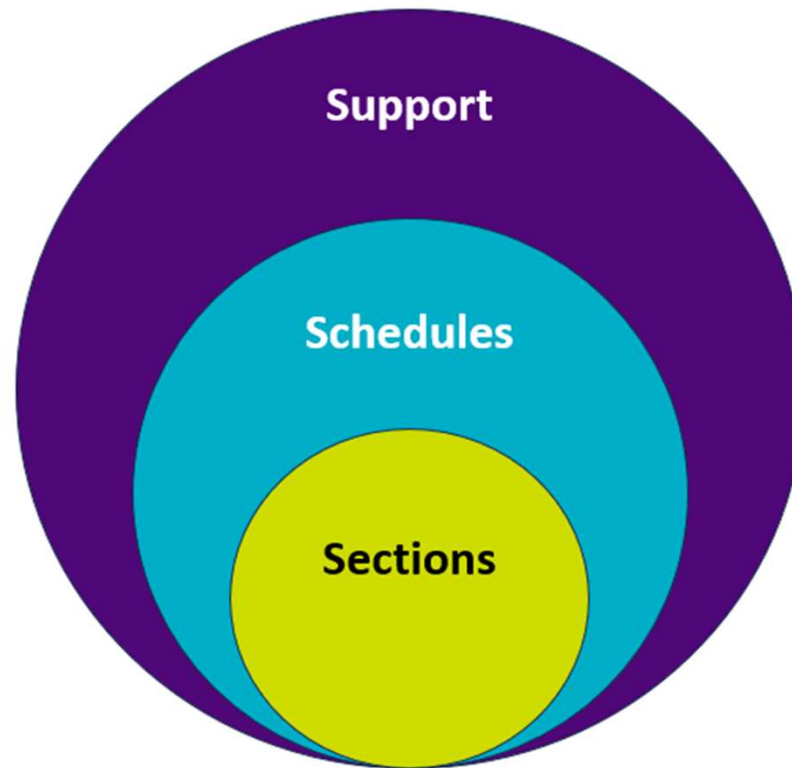
Background

Source: Online LOC consultation survey, Spring 2024 (30 LOC responses)

Governance Framework (achievable)



LOCSU



Key changes

Definitions



LOCSU

Annual Financial Report	A report of the financial activities of the LOC since the publication of the preceding report together with [a copy] [a summary] of the Accounts [and Statement of Verification]
Financial Year	The financial year of the LOC, being the 12-month period ending on [INSERT DATE HERE] in each year
Financial Forecast Report	A report prepared before the commencement of the Financial Year, to determine the running costs (known as the Administrative Expenses) of the LOC for the Financial Year ahead
Other Appropriately Qualified Persons	A bookkeeper, retired accountant or other person considered by the LOC as appropriate and with the requisite competence to help prepare and/or verify the Accounts
Registered Accountants	A Chartered Accountant or firm of Chartered Accountants of the Institute of Chartered Accountants

Added due to feedback –
 LOCs can choose who verifies,
 either an Appropriately
 Qualified Persons or
 Registered Accountants

Key changes

Constitution: financial policies & budgeting



LOCSU

Aim

Timeline

LOC Feedback

Governance framework

Definitions of new/ key financial terms

Setting the Statutory Levy (Handout)

Constituent powers (Handout)

Reserves policy (Handout)

Other sources of income (Handout)

Financial policies (Handout)

Background

Key changes

Setting the Levy (assurance, adaptable)



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- **Change:** requirement to report to the AGM on the financial forecast of expenses and statutory levy for the next financial year (no vote required); enables 'in-year' levy changes within a range specified by the LOC in the constitution.
- **Pros:** greater clarity on requirements at AGMs; some LOCs already use an 'in-year' mechanism and have agreed the % range at their AGMs, embedding this into the constitution means it is done once and can be used as needed.
- **Cons:** for some, no vote on the levy may be a perceived loss of constituent powers, but this was never a constitutional requirement.
- **Mitigation:** constituents have powers to address any financial irregularities through requisition & suggestion notices.

Key changes

Constituent powers (assurance)



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- **Change:** through valid 'requisition notices' constituents can add items to the AGM/ EGM (for a constituent vote) relating to changes to the constitution and/or representation and/or audit; they can also submit a 'suggestion notice' to request a discussion on any matter (LOC to decide if/how the item is to be dealt with).
- **Pros:** adds a layer of accountability for the LOC that is protective of LOC Members and best interests of constituents.
- **Risks:** could be disruptive if used regularly or with malicious intent.
- **Mitigation:** autonomy for LOC to set its own bar for the threshold of the number of constituents that must sign a requisition or suggestion notice for such notices to be valid; constituents are accountable for behaving professionally in their dealings with the LOC.

Key changes

Other sources of income (flexible)



LOCSU

- **Change:** provision to collect other sources of income, such as additional payments from constituents on a discretionary/ voluntary basis and/or sponsorships and/or grants.
- **Pros:** able to raise funds from constituents at a 'place-based' level for specific projects; able to fund activity out with of statutory functions funded by the statutory levy.
- **Risks:** actual or perceived conflicts of interest may arise through sponsorship arrangements.
- **Mitigation:** policies to cover declaring interests, managing conflicts and sponsorship.

Key changes

Reserves (assurance, flexible)



LOCSU

- **Change:** specifies a 6-12-month 'running cost' reserve and scope for additional reserves allocated for planned projects or capital investment; requires transparency in the Annual Financial Report over the amount and allotted purpose of reserves; requires excess or deficiencies in reserves to be balanced through the Financial Forecast Report and levy set.
- **Pros:** greater transparency to assure constituents and stakeholders; aligns with good practice of non-profit organisations; scope to remain to save for future projects.
- **Cons:** to retain reserves above 12 months costs, LOCs should be prepared to share their strategies/ plans covering how they intend to spend that money on activity compliant with their statutory function, some LOCs may not have the information in a format suitable to share.
- **Mitigation:** support LOCs with templates/ tools/ guidance on preparing strategy, business plans and business cases.

Key changes

Financial policies



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EXTRACT: Final draft of Model Constitution for LOCs (Schedule 3, Funding)

7. Compliance and Counter Fraud

7.1 The LOC will agree, follow and comply with finance policies and procedures that ensure compliance with regulatory and legal requirements. The policies and procedures will include, and not be limited to the following:

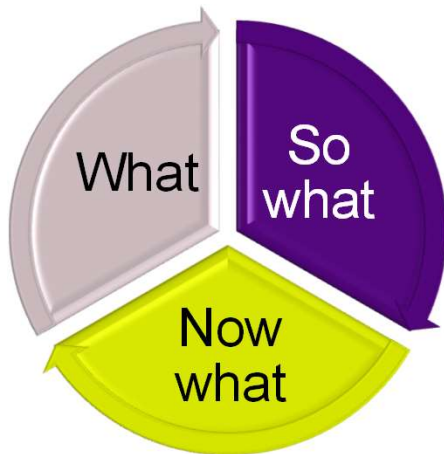
- 7.1.1 Anti-bribery, fraud and corruption
- 7.1.2 Allowances and expenses
- 7.1.3 Business continuity
- 7.1.4 Internal financial controls
- 7.1.5 Reserves
- 7.1.6 Risk management and risk register

Key changes

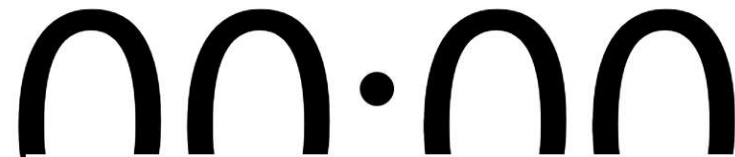
Discussion groups



LOCSU



1. **Policies:** expenses, reserves, financial governance
2. **Budgeting:** how to plan, forecasting



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Show Settings

Scan the QR code to note down topics that you'd like to cover at a future date/time.





LOCSU

PAYE

Mohammed Chaudhry &
Asim Chaudhry, Locumkit



LOC PAYE Tax Year End Guidance

Author: Locumkit
Version: 1.0 (Issued February 2024)



CONTENTS

1. The Team
2. PAYE Intro
3. Tax Year End 2024/25 -Key Timelines
4. P60s
5. Tax Year End - Treasurer Responsibilities
6. Tax Year End - Individual Committee Member Responsibilities
7. Tax Codes
8. Payroll Reconciliations
9. Autumn Budget 2024 - PAYE Tax updates (National Insurance)
10. Employment Allowance
11. FAQs
12. Contact us

Appendix



SCOPE OF THIS DOCUMENT

This document aims to highlight best practice recommendations to follow around some key payroll tax year end activity.

The considerations provided in this document do not constitute any accounting opinion or conclusion and should not be relied upon in determining the actual LOC accounting in any case. This extends to the LOCs annual accounts preparation or any other accounting matter. The actual accounting will need to be determined by the LOC and agreed with its accountant.

The considerations provided in this document also do not constitute as advice on any personal tax outcome or any other personal financial affairs for individual committee members and should not be relied upon in any case. Individual committee members should seek appropriate professional advice in any such regard.


Note: “Employer” and “Employee” terminology used in this document constitutes naming conventions from HMRCs perspective only.

THE TEAM

Mo Chaudry
Optometrist & Chartered Accountant

Financial Audit Resident & Locum Optometrist Financial Services



 **Asim Chaudry**
Chartered Accountant

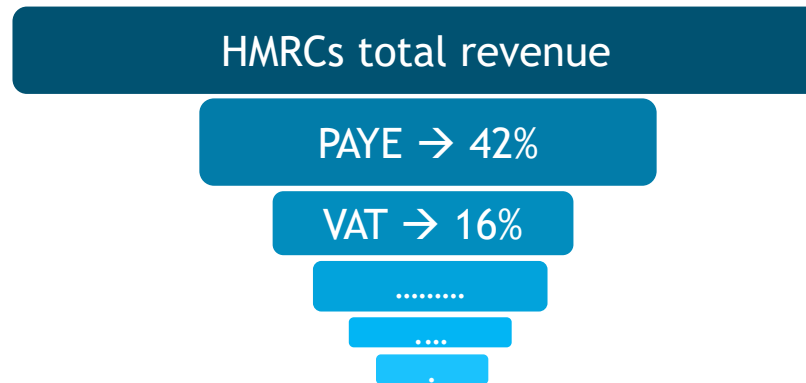
Financial Services Tech Finance

Assistant Accountants (x2)

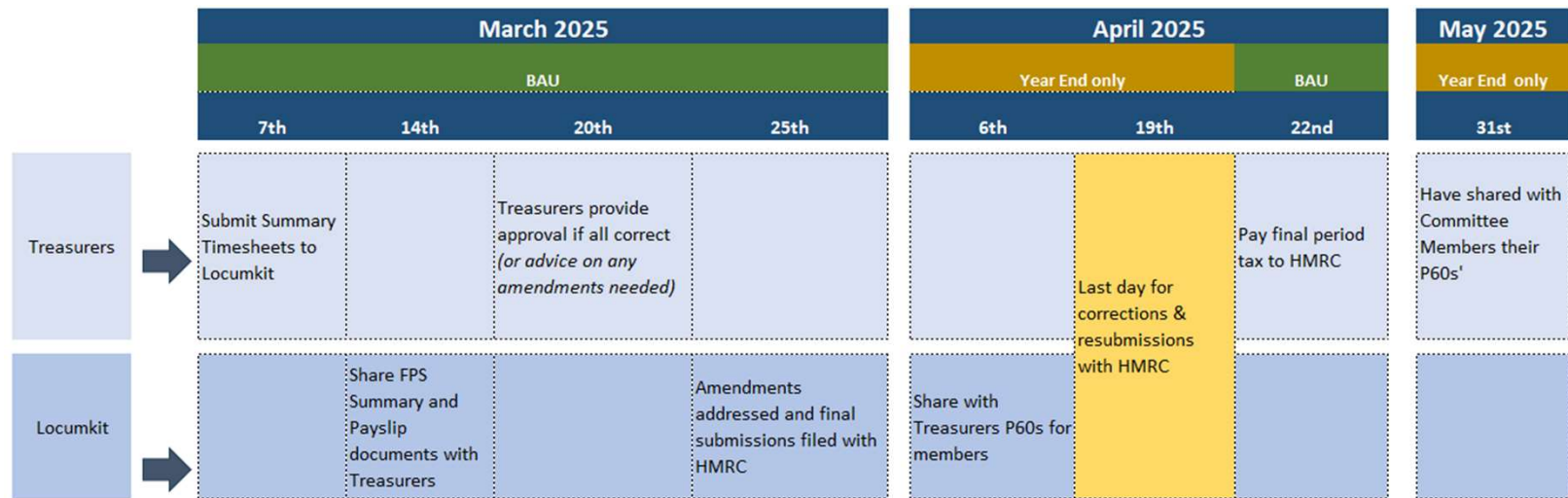


PAYE - PAY AS YOU EARN

Requires LOC to deduct from each payment to Committee Members the following:



TAX YEAR END 2024/25 - KEY TIMELINES



P60'S

- Summary of all pay periods in tax year.
- Vital input for anyone doing a self assessment.
- LOC has duty to share with Committee Members by 31st May.
- TOP TIP - Committee Members should not wait to receive P60 to check for discrepancies and rather review 'cumulative year to date' figures on final period (*March month*) payslip.



TAX YEAR END - TREASURER RESPONSIBILITIES

1. Timely share the P12 payslips (“*March 2025 month payroll*”) with respective Committee Members, facilitating Committee Members with the time to review their “Year to Date” balances.
2. Timely share the P60s with individual Committee Members (*but no later than 31st May 2024*).
3. Review all the members (paid and not paid) referred to on the P12 FPS (“*Full Payment Submission*”) document, checking for any leavers or new starters that may not have been communicated to Locumkit.
 - Whilst the notification to Locumkit of leavers should happen through the year as and when arising, the tax year end should serve as an additional self-review point to ensure there are no gaps.
 - This review is also highly recommended to be performed around the annual LOC AGM meeting, where typically significant activity around new joiners and leavers may occur.
 - **NOTE:** Individuals still appearing on the FPS that have already left, means Locumkit are unnecessarily charging a fee for this individual in their billing to LOCSU. ***To ensure your Levy is spent effectively and purposefully***, we strongly recommend you take the year end as an opportunity to ‘double check’ there has been no oversight on any leaver(s) not being communicated to Locumkit through the year.



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TAX YEAR END - TREASURER RESPONSIBILITIES (*CONTINUED*)

4. Locumkit will also take the year end as an opportunity to ensure the LOC is up to date with all HMRC payments.
 - You will only receive a single confirmation in this regard where the account for tax year is all up to date, &
 - Where this may not be the case, your co-operation with Locumkit may be required to resolve the matter.



TAX YEAR END - INDIVIDUAL COMMITTEE MEMBER RESPONSIBILITIES

1. Review P12 payslip (March 2025 month), that the “Year to Date” amounts are in line with expectations, especially the ‘Taxable Gross Pay’.
 - Timely share with the Treasurer where this may not be the case.

Sample Payroll Data Company		
Mr O B Driftwood 3 Flanchford Rd Caldonia W1W 7QJ	Pay Period Pay Date Pay Type Payment Method	Mar-2022 30-Mar-2022 Monthly BACS
	Works Number Department Tax Code NI Number NI Table Letter	1234A Admin K442 ZY 65 18 51 A A
		Payments
		Basic pay 1,000.00
		Total Payments 1,000.00
		Deductions
		Income Tax Refund -80.33
		National Insurance 120.00
		NEST Monthly 19.20
		Attch: 275.00
		Total Deductions 333.87
		Year to Date
		Taxable Gross Pay 40,501.00
		Income Tax 10,432.00
		Employee NIC 3,711.96
		Employer NIC 4,369.22
Holidays: 48 days available, 0 taken, 48 remaining		Net Pay 666.13



Locumkit

TAX YEAR END - INDIVIDUAL COMMITTEE MEMBER RESPONSIBILITIES (CONTINUED)

2. Save a copy of the year-end P60 (received from your respective LOC Treasurer) for any subsequent use (such as completing a self-assessment return).
 - *If you use the services of an accountant to support the personal self-assessment return, once satisfied with the P60 balances, this may also be a good time to forward a copy to your accountant.*

3. For P1 (“April 2025 month payroll”) in the new tax year, review the Tax Code on the payslip, and if this is different to one’s expectations, liaise directly with HMRC such that HMRC may issue a revised Tax Code notification to Locumkit.
 - *This can be performed on one’s personal tax account on the HMRC government gateway portal, by updating the expected income amounts that are to be received from all employers.*



TAX CODES

- All individuals will have a specific tax code applied for every PAYE engagement, at any point in time.
- Tax Code will determine how much tax is deducted at source.
- HMRC will generally be the ultimate source that prescribes the Tax Code.
- Payroll Manager will typically receive a flurry of HMRC updates in April month (new tax year), prescribing what Tax Code to apply.
- If the Tax Code does not appear correct, most likely HMRC have incorrect estimates of income from all engagements - these can be updated by individual on their personal HMRC government gateway portal.

TAX CODES - A COMMON OBSERVED SCENARIO



(and no other PAYE engagement)

Tax code applied for “LOC Income” (*generally*) for above scenario, will be 1257L.

Full personal tax-free allowance, at first, will be utilised against “LOC Income”, by virtue of this being the **only** PAYE engagement.

Any unutilised tax-free allowance, will be consumed against “Self Employed” Income through ones ‘Self Assessment’ filing.



PAYROLL RECONCILIATIONS

Why perform?

The objective is to compare the Payroll reports with the bank statement. This is essentially a process of double checking one's math to ensure the LOC is paying the Committee Members correctly.

How to perform?

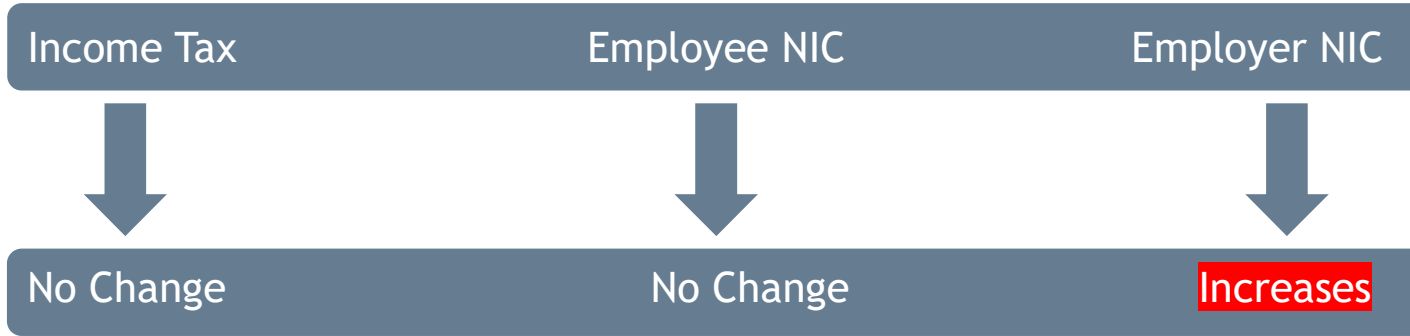
Much will depend on the individual business processes of the LOC.

A full payroll reconciliation will typically be an attempt to compare and reconcile between the following three:



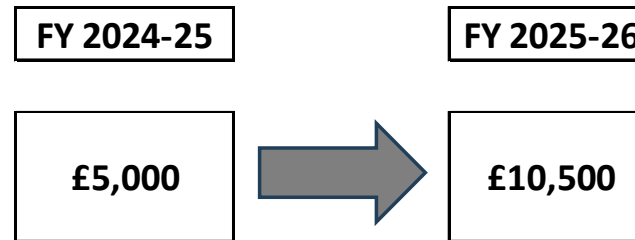
To supplement the "Payroll Register", there is a further suite of reports shown in the Appendix, that may be requested from Locumkit. Locumkit will distribute the first report demonstrated in the Appendix (no later than 06th April), as standard. For any other potential report layouts, please directly contact Locumkit.

AUTUMN BUDGET 2024 - PAYE TAX UPDATES



	FY 2024-25		FY 2025-26	
Threshold above which start paying	£9,100	→	£5,000	←
Rate	13.8%	→	15%	

EMPLOYMENT ALLOWANCE



- Eligible Employers - can claim the above annual allowance to reduce 'Employer NIC' liability.
- Applies to LOC, and not to Individual Committee Members.
- Government's purpose here is to protect the very small entities from not being discouraged from their initial few hirings.
- Locumkit will early flag from tax year 2025/26, once the 'Employer NIC' liability crosses £8,000 - Treasurers will be notified via email (*as exceeding the allowance threshold may now appear probable*).

FAQS

1. Will March 2025 timesheet claims not be included in the tax year ending 05 April 2025?

- No, as typically, most LOCs are operating payroll one month in arrears.

2. I do not submit a 'Self-Assessment', what if I have under or over paid tax on my LOC Income.

- One is generally exempt from filing a self-assessment, where all income earned is strictly only from PAYE engagements only.
- Typically, by June and July months (after the tax year end), HMRC will issue a tax refund or further request for payment (P800 form), if you have over or under paid PAYE tax in the year.

3. Will I receive a rolled forward Summary Timesheet for the new tax year.

- In the last week of March 2025, Locumkit will share a new rolled forward Summary Timesheet with all Treasurers.

4. Will I receive any Payroll Reconciliation reports from Locumkit?

- Yes, by the second week of April 2025, Locumkit will have shared with Treasurers, all members' P60s and a full tax year 'Account Reconciliation Report'.
- Any ad-hoc 'Account Reconciliation Report' requests are welcome, may a different format or timing of report work best.



Locumkit

FAQS (CONTINUED)

5. What do I have to do if my LOCs year end is not the same as the tax year end?

- LOCs (*and equally any organisation that prepares a set of annual accounts*) can choose to have a year-end that best suits them, and this does not have to co-term with the tax year end.
- The tax year end is the annual period from HMRCs perspective.
- For matters concerning your LOCs annual accounts, please follow your LOCs practices and your accountant's guidelines. Some of the reports listed in the Appendix may be of assistance with your LOCs year end accounts preparation. Please reach out to Locumkit to request any of the reports listed.

6. Should all members review their P60s?

- Yes, this is best practice recommendation.
- However, it is highly encouraged that all members rather review their P12 payslips at first, since if any discrepancies are observed on the 'cumulative year to date' figures, these can be attended to even before a P60 is generated.



Locumkit

FAQS (CONTINUED)

7. To facilitate year end accounts production, it would be useful to have the Summary Timesheet reflect the gross amounts in all places that otherwise only have the number of hours currently reflected for individuals. Can this be facilitated?

- Yes - this can be facilitated.
- Locumkit can support customisation requests to the Summary Timesheets where these can add value for the Treasurer.
- May you require any such customisation, please email your request to Locumkit.

8. Can Locumkit confirm with me what my LOCs HMRC account balance status is?

Yes - Locumkit will as part of tax year-end, update the Treasurers as to the account balance status the LOC has with HMRC. This shall be communicated no later than 06th April from Locumkit to respective Treasurers. During the year, Locumkit will only reach out to Treasurers where the account balance with HMRC warrants some further action to bring this up to date.



FAQS (CONTINUED)

9. Letter for Treasurers to support their bank's AML & KYC ("Anti Money Laundering" & "Know Your Customer") requirements.

- Locumkit in conjunction with LOCSU have prepared a template letter that can be provided to support Treasurers on this matter.
- The supporting letter is found to be most effective where the specific requirement from the bank remains that of 'proof of address'. The letter may also be found to support where the bank is attempting to substantiate the existence of the LOC.
- May you require this as a supporting letter, please directly request this from Locumkit.
- The following requirements will need to be in place, before Locumkit are able to issue the letter:
 - The address for the LOC that is requested to be stated on the letter will have to be the same as that registered with HMRC for the LOC; &
 - A most recent (within the last 3 months) proof of address will be required by Locumkit. This can for example (but not limited to) be a council tax letter or a utility bill, that states the name of the Treasurer, address and date of letter being issued.
- Locumkit reserve the right to not issue such a supporting letter at the request of the LOC, where Locumkit find the AML & KYC requirements are not being met.



CONTACT US:

For monthly timesheet submissions and any routine communications:

E: Payroll@locumkit.com

For any general payroll related enquiries:

E: AsimChaudhry@locumkit.com

M: 07946 894 277

For any engagement contract related enquiries:

E: MoChaudhry@locumkit.com

M: 07452 998 238

Note:

All above email inboxes are reviewed regularly between 09:00hrs and 17:00hrs (UK time), Monday to Friday. Any enquiries received, we will endeavour to respond within 2 working days of receipt of enquiry. Where an appropriate response may require more time from our end, we will endeavour to acknowledge receipt of email and advise best estimate timeline for our response.

APPENDIX



YEAR END REPORTS - LOCUMKIT CAN PROVIDE UPON REQUEST FROM TREASURERS

The following three pages demonstrate a suite of reports that can be provided by Locumkit upon request from Treasurers, may any of these be found to be useful with any payroll reconciliations. The first report will be provided as standard after the last payroll in the year is filed (and this shall be no later than 06th April).

The additional reports may also be of assistance with the LOCs annual accounts preparation. Treasurers can request these from Locumkit directly, where deemed useful.

Any provision of reports from Locumkit will not constitute any accounting opinion or conclusion and not should not be relied upon in determining the actual LOC accounting in any case. The actual accounting will need to be determined by the LOC and agreed with its accountant.

YEAR END REPORTS - (CONTINUED 1)

Sample Payroll Data Company 2021-22
Accounts Reconciliation
Apr-2021 to Mar-2022

These are the total payments made by the employer to all recipients, which should reconcile with the totals in the accounting system.

Payments to Employees	
Mr O B Driftwood	21,744.56
Mrs M Dumont	3,359.49
T Porter	15,839.76
D Rose	9,653.26
Total	50,597.07
Payments to Subcontractors	
CIS Subcontractor	0.00
Total	0.00
Tax, NIC etc.	
Tax	13,729.80
NIC	9,075.91
Class 1A NIC	2,898.28
NEST Monthly contribution	3,148.44
NEST Weekly contribution	872.20
Attachments	4,109.39
Payroll Giving	0.00
Total	33,834.02
Total Payments	84,431.09
Funding receipts	
Tax rebates	0.00
SSP, SMP etc,	0.00
Tax Credits	0.00
Total	0.00
Net Total	84,431.09

Should reconcile to total payments made to members as net pay from the LOC bank account

Should reconcile to total payments made to HMRC from the LOC bank account

YEAR END REPORTS - (CONTINUED 2)

Sample Payroll Data Company 2021-22
 Employee Pay Totals
 Apr-2021 to Mar-2022
 All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
Mr O B Driftwood	40,501.00	10,432.00	3,711.96	21,744.56	4,369.22
Mrs M Dumont	5,810.00	1,162.00	342.72	3,359.49	410.68
T Porter	18,700.00	1,224.00	1,095.84	15,839.76	1,360.68
D Rose	11,330.75	678.80	807.69	9,653.26	977.12
Total	76,341.75	13,496.80	5,958.21	50,597.07	7,117.70

The total of these two (tax and NIC) should reconcile to total payments made to HMRC from the LOC bank account

Should reconcile to total payments made to members from the LOC bank account

Employer NIC can be ignored to the extent that this figure will be below £5,000 for the Tax Year for the LOC, and thereby within the annual 'Employer Allowance' of £5,000.

YEAR END REPORTS - (CONTINUED 3)

Period Totals
Layout: Basic

Pay Period	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
Month 1					
Month 2	1,681.67	336.00		1,345.67	
Month 3	1,146.67	229.20		917.47	
Month 4	1,146.67	229.40		917.27	
Month 5	1,146.67	229.40		917.27	
Month 6	2,606.34	521.20		2,085.14	40.02
Month 7	1,631.34	326.40		1,304.94	40.02
Month 8	4,203.27	738.00		3,465.27	120.06
Month 9	2,713.66	542.60		2,171.06	60.68
Month 10	2,606.34	521.40		2,084.94	40.02
Month 11					
Month 12					
Year Total	18,882.63	3,673.60		15,209.03	300.80

The total of these two (tax and NIC) should reconcile to total payments made to HMRC from the LOC bank account

Should reconcile to total payments made to members from the LOC bank account

Employer NIC can be ignored to the extent that this figure will be below £5,000 for the Tax Year for the LOC, and thereby within the annual 'Employer Allowance' of £5,000.

Do you have any questions?

Scan the QR code to note down topics that you'd like to cover at a future date/time.





LOCSU

Closing remarks

Janice Foster, LOCSU CEO



How did you find today?

Please share your feedback here.



Do not leave the room today wishing you had said something – share!

info@locsu.co.uk



LOCSU

Thank you



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