

Dear All,

Towards the end of 2019 we decided that all our purposes were best served by being as paper free as possible. As such we decided to store as much paperwork as possible virtually. This would mean that your paperwork that is sent to us is all stored electronically and therefore backed up and easier to retrieve. So, from 1<sup>st</sup> January 2020 the RAFSF started holding invoices, payments, receipts, etc as scanned documents on the RAF Spots Federation server held at RAF Halton.

With the server approaching end of life, in 2020 it became necessary to start to make decisions regarding the future of the electronic filing and IT systems used by the RAFSF. With the onset of Covid, it became apparent that, if we were working from home or remotely from a location other than Halton, it would make sense for as much as possible to be in the cloud. As such, Microsoft Teams has been used extensively for communication and all Association electronic filing has now been moved from the server to the Teams cloud storage. This is backed up by Microsoft and we also have arranged a second backup to give a belt and braces cover of the Associations' information. This left us with only Sage Accounting and Payroll on the RAFSF server. After reviewing our options, it was decided to move over to Sage Business Cloud Accounting. The benefits are numerous, but include

- A similar feel to Sage 50 – which is also used within parts of the RAF
- Optical Character Recognition (OCR) software that will allow the speedy import and coding of invoices
- Automated bank feed
- Excellent pricing due to our charitable status
- Ability to give all treasurers read-only access to see real time information on their associations.

The move over to Sage Business Cloud has also given us the opportunity to standardise a number of processes and structures:

**Nominal ledger codes** - have been largely standardised across the associations (basic layout attached). There are quite a lot of codes, but that is so that we try to cover as many eventualities as possible across a variety of sporting associations. If you only need to use a few of the codes, then that is fine – those not used will not appear on your reports. Likewise, if you don't want whoever codes your invoices to use certain codes then you can remove them from the code list. If you are unsure about anything to do with coding, please contact us and we will be able to advise you.

#### **Department Codes**

These remain the same as under Sage 50

- |    |  |
|----|--|
| 01 | RAFCE: Clothing & Equipment            |
| 02 | RAFCE: New Member Engagement (DSF/ARA) |
| 03 | RAFCE: Operational Costs               |
| 04 | RAFCE: Overseas Visits                 |
| 05 | RAFCE: Capital                         |

We have also added a department '51' for Sponsorship.

In the past, some of the associations have had a nominal cost code for sponsorship and coded invoices for the spend of their received sponsorship there. Going forward any spend of sponsorship

money should be coded to the relevant nominal code (e.g., if sponsorship money is spent on clothing & equipment then the purchase invoice should be coded to the clothing & equipment nominal code). If you want to track the spend of your sponsorship funds, then please code the sponsorship income and the spend to department '51. If you are lucky enough to have more than one sponsor and you want to track the spends from each sponsor separately, please let us know and we can set up departments 52, 53, etc.

### **Cost Centres**

Several Associations have sub-disciplines (e.g., Competitive Angling have Carp, Course, Game & Sea). If your association has sub-disciplines that we don't already know about, or that we don't currently report on and you'd like to produce reports broken down by discipline, then please let us know.

### **Access to Sage Business Cloud**

We are able to give association treasurers access to Sage Business Cloud. This will enable them to see any transactions through the association bank account, view invoices posted to Sage and, if they want, run reports for trustee meetings. If any associations would like access, please contact us and we can arrange access and brief training to enable navigation around Sage.

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