

## RAF Sports Federation move to Sage Business Cloud Accounting

Summary of main changes:

- Standardised nominal codes
- Reduction in paperwork
- Enhanced reporting functionality
- Improved visibility of transactions

Key points to note:

- Email approval from Treasurer to replace debit proforma, provided the following information is provided in the main body of the email:
  1. Nominal code, use code that matches description of purchase
  2. Department code (to distinguish between Association/Central Fund/Sponsorship expenditure, if applicable)
  3. Discipline/Cost Centre code (if applicable to your Association)
  4. Invoice/receipt to support expenditure
  5. Amount of payment due
  6. Payee details (account holder name/sort code/account number) to ensure no delay in payment

Feel free to copy the following template into your email:

Transaction details	
Nominal Code	
Department Code	
Discipline/Cost Centre Code	
Invoice/receipt to support expenditure	
Amount of payment due	
Payee details – if different from/not provided on invoice	
Account holder	
Sort Code	
Account Number	

- One email per payment (except for multiple member refunds, see below).
- Credit/debit proforma may be used for multiple income/expenditure, e.g., personal contribution income/refund of course/entry fees.
- Credit proforma should only be raised once the bank statement has been checked or if the Treasurer has banked the income, to ensure accurate records are maintained.
- Nominal Activity reports for the year-to-date will be emailed to all Treasurers to review where transactions have been posted under the new nominal code structure. If you are unsure as to any aspect of the coding structure, please seek advice from a member of the Finance Team.