



YMCA **Wales** Community College



Non Core Funded Working Practices





Introduction

YMCA Wales Community College (the College) is dependent upon the Welsh Assembly Government (WAG) Recurrent Funding Grant for funding to provide learning opportunities (core work).

The risk involved in the over reliance on one funding body is acknowledged. However, if WAG withdrew funding the College would not be able to continue and it is probable that the decision would be taken to give partners notice of withdrawal of provision and to wind down operations. College reserves would be used to fund provision during the wind down phase.

There are opportunities for the College to generate additional income but consideration should be given before those opportunities are embraced.

Rationale for engaging in privately funded work

Although it is acknowledged that the College's work is focused on the delivery of provision funded by WAG it is recognised that there are occasions when the decision should be taken to engage in work that will draw in additional income.

Definition

Privately funded work is any work that is funded from sources other than the WAG Recurrent Funding Grant. This could be any one of the following:

- project work i.e. writing documents, conducting research
- delivering courses
- providing access to the College's workbook resources
- undertaking the internal moderation and accreditation process for smaller organisations that do not have the mechanisms in place to undertake these processes themselves.

In making the decision to engage in privately funded work the following points should be taken into consideration:

- Is the work allied to the College's mission?
- Is the work allied to the College's subject specialism areas of work?
- Can the work be carried out effectively within current staffing levels?
- Will the additional work put undue pressure on College employees?

- Will the work generate sufficient funds to produce a 10 % profit margin? (In exceptional circumstances the profit margin may be reduced if the work is deemed valuable.)
- Will the work raise the profile of the College?
- Are there any other perceived benefits in engaging in the work i.e. will the private working agreement ultimately lead to a funded working agreement (core work).

Process

If the response to the above questions is negative the work offered should be declined.

If the response to the above questions is positive the member of staff who is approached to engage in the privately funded work should present a brief paper, with full costings, to the Head of College, outlining the work and providing supporting information as to why the work should be undertaken.

If it is agreed that the work is to be undertaken a contract / service level agreement must be put in place either from the commissioning party i.e. the person or agency requesting the work or the College, whichever is most appropriate. A contract / service level agreement issued by the College will follow the format of the standard contract / service level agreement in operation at the time of the agreement.

In the case of project work the appropriate Project Management Procedures should be followed. (Annex One)

Costings

Project Costs

When assigning costs for project work the following information should be considered:

Daily Rates

Tutor as defined in the individual contract

Administrator £100

MIS/Finance Officer and Provision Development Managers £140

Head of College £250

Accreditation Service

When undertaking the internal moderation and accreditation process for organisations the following costs will apply:

- £200 initial set up fee to include an electronic copy of the College's workbook resources
- £25.00 for each three credit portfolio of learner's work that is submitted for internal moderation.

Project Management Procedures

- Invitation to Tender from 3rd party
- Project Leader (PL) appointed
- Project file created
- Tender written, costed using Project Costs Form (PCF) and authorised by HOC
- Tender submitted
- Tender successful and contract awarded
- Purchase Order (PO) number received
- PL liaises with MISFO

Project Financial Monitoring System:

Income:

- Contract finance details (including PO no. and PCF) received by MISFO from PL
- Contracted income details recorded on project monitoring spreadsheet
- MISFO raises invoice with 3rd Party in SAGE – Invoice No. generated
- Income automatically recorded against specific project code on SAGE
- MISFO records invoice no. on project monitoring spreadsheet against contracted income details
- MISFO receives remittance advice and records payment date and reference on SAGE and project monitoring spreadsheet

Expenditure:

- Contract finance details (including PO no. and PCF) received by MISFO from PL
- Expenditure details recorded on project monitoring spreadsheet.
- MISFO or PL liaises with supplier to procure goods/services using internal purchase order (IPO) no.
- MISFO records payment on project monitoring spreadsheet with IPO
- HOC authorises payment on receipt of invoice
- MISFO pays invoice
- MISFO records payment to project specific code on SAGE
- Invoice reference recorded on project monitoring spreadsheet
- Copies of documents (PO, Invoice, Delivery notes, etc) recorded in Project File.

Project Monitoring

- Project finances monitored on a monthly basis - included in monthly management accounts.
- All SMT time on project recorded on project timesheets and authorised by PL
- Project progress monitored as agreed in project tender.

Project Title:	
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INCOME

Source	Description	3rd Party PO No.	YMCA Invoice Ref.	Payment Ref.	Payment Date.	£ Amount
		Total				

EXPENDITURE

Service / Product Supplier	Service / Product Description	YMCA P.O. Ref.	3rd Party Invoice Ref.	Date	£ Cost
			Total		

INFLOW/OUTFLOW

Income		
Expenditure		
Inflow/Outflow		

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