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United Kingdom Onshore Pipeline Operators’ Association

Board invoice payment process

**Organisation**

The United Kingdom Onshore Pipeline Operators’ Association (UKOPA) was established in 1997 and now provides the recognised and authoritative view of UK major accident hazard and high pressure pipeline operators on strategic issues relating to safety management, operations and integrity management of onshore hydrocarbon pipelines and provides a recognised expert industry voice to stakeholders such as Health and Safety Executive (HSE), Local Planning Authorities, Government Departments and Environment Agencies.

It is company limited by guarantee and not having a share capital meaning that every member of the UKOPA undertakes to contribute to the assets of UKOPA, in the event of the same being wound up while they are a member, or within one year after they ceases to be a member, for payment of the debts and liabilities of UKOPA contracted before they ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.

The UKOPA Board has responsibility for ensuring that UKOPA funds are managed in accordance with the law and in line with the UKOPA Articles of Association, Memorandum and TOR. It shall carry out all its work in accordance with accepted industry practice and shall use reasonable endeavour to minimise costs and expenses.

This document outlines the process for agreeing budgets and the invoice payment process.

**Budget Setting**

By the first Board meeting of each year, the UKOPA Board shall agree a work programme and budget for that year, based on the work plans and budgets submitted by the UKOPA working groups and the secretariat. The plan and expenditure shall be reviewed at each subsequent Board meeting with any requests for additional expenditure being considered.

**Invoice Payment**

Invoices submitted to UKOPA will be paid in a timely manner and in line with payment requirement of the organisation submitting the invoice.

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| **Invoices as per approved budget** | **Invoices above approved budget** |
| UKOPA Secretariat will check with the working group Chair (for group invoices) / Board Chair (for Board activities) that the invoice is correct | UKOPA Secretariat will check with the working group Chair (for group invoices) / Board Chair (for Board activities) that the invoice is correct |
| UKOPA Secretariat will then pay the invoice | UKOPA Secretariat will request approval to pay from the Board |
|  | Along with the working group Chair, 3 other approvals are required:  Working Group Board sponsor  Board Chair  One other Board member |
|  | Once approvals are received invoice will be paid by the UKOPA Secretariat |
| Invoice and payment details will be included on the UKOPA tracking sheet | |
| UKOPA Tracking sheet to be reviewed and ratified at each Board Meeting | |

* **Payment of invoices for secretariat services**
  + On an annual basis the UKOPA Board will agree the rates for the services provided by the secretariat. There will be an annual increase of 5% or CPI (based on the previous 12 months in January) whichever is the lower.
  + On a monthly basis, the secretariat will submit timesheets outlining the work carried out, time spent and any associated expenses, along with an invoice.
  + Approval for payment must be received from 50% plus one, of the Board.
  + Once approved, the secretariat will submit an approval form for signature by the UKOPA Chair before payment can be made.
  + Upon receipt of the approval form, the UKOPA Secretariat will pay the invoice.
  + Invoice and payment details will be included on the UKOPA tracking sheet.
  + UKOPA tracking sheet to be reviewed and ratified at each Board Meeting.