



FINANCE POLICY

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1. OVERVIEW

Trustees' Financial responsibilities

The Trustees Board of Burwell Print Centre is responsible for:

- Keeping financial records in accordance with their governing document and relevant legislation (e.g. Charities Act 2011, Companies Act etc).
- Safeguarding the assets of the organisation by taking steps to prevent fraud and avoid mistakes.
- Preparing Annual Accounts and Returns in accordance with the governing document and relevant legislation and submitting these to relevant bodies as required.

Trustees have a legal obligation to act in the best interests of the charity, and in accordance with the charity's governing document. Staff and volunteers have similar obligations.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the charity. Such conflicts may create problems; they can:

- inhibit free discussion.
- result in decisions or actions that are not in the interests of the charity; and
- risk the impression that the charity has acted improperly.

Accordingly, we are asking trustees and all staff to declare their interests, and any gifts or hospitality received in connection with their role in the charity. A declaration of interests' form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the charity secretary or Chair for confidential guidance.

Interests will be recorded on the charity's register of interests, which will be maintained by the charity secretary. The register will be accessible by anyone who requests the information.

If you are a user of the charity's services, or the carer of someone who uses the charity's services, you should not be involved in decisions that directly affect the service that you, or the person you care for, receive(s). You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the charity secretary and/or the Chair, the secretary or Chair will declare that interest.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety. In order to help the Trustee Board to do this, and to manage the finances of the organisation, they have agreed the following Financial Procedures Policy which must be followed at all times by members of the Management Committee, Staff and Volunteers.

From time to time the Financial Procedures Policy may be reviewed by the Trustee Board and revised as necessary.

2. BANK ACCOUNTS

2.1 Bank Accounts

- The organisation will operate a Current Bank Account to hold its funds.
- Any new Bank Accounts may only be opened following agreement at a meeting of the Trustee Board.
- Any Bank Accounts must be held in the name of the organisation.
- Bank Statements for each bank account will be received on a regular basis and reconciled against the organisation's bookkeeping systems.
- Excess funds will be kept in a higher interest account.
- Reverses will be kept in a separate account that only members of the Trustees' Board have access to.

2.3 Bank Signatories

- A minimum of two signatories shall be nominated on the bank mandate to act as signatories on the organisation's Bank Accounts.
- Signatories should not be closely related (e.g. relatives).
- Any changes to the signatories listed on the bank mandate must be agreed at a meeting of the Management Committee (and minuted accordingly). Current signatories are:

Name	Role/Job Title
John Smith (online bank access)	Chairperson
Mary Hammond	Vice Chair
Giles Cox	Committee Member
Sarah Linwood (online bank access)	Manager
Jane Sulch	Manager
Jess Earnshaw (online bank access)	Manager
April Jewkes (online bank access)	Finance Administrator

3. BANK PAYMENTS

3.1 Payment by Cheque, Direct Debit or Standing Order

- All payments by Cheque shall require a minimum of two signatures as will Instructions for Direct Debits or Standing Orders.
- Blank cheques must never be signed by signatories.
- Signatories will be responsible for examining relevant documentation (purchase invoice etc) relating to payments prior to signing cheques and should initial the documentation to verify this has been done.
- Signatories will be responsible for examining Cheques and Instructions for Direct Debits and Standing Orders for accuracy and completeness.
- Signatories shall not sign cheques made payable to themselves.

3.2 Payments by BACS or Bank Transfer (via Internet Banking)

- All payments by BACS or Bank Transfer shall require authorisation by a minimum of TWO signatories.
- Signatories will be responsible for examining relevant documentation (purchase invoice etc) relating to the payments prior to authorisation and should initial the documentation to verify this has been done.
- Signatories will be responsible for examining BACS or Bank Transfer details (e.g. sort code, account number etc), where possible, for accuracy and completeness.

3.3 Payments by Debit or Credit Card

- All purchases paid for using the organisation's debit or credit card over the amount of £100 must be authorised in advance by a member of the management committee or Trustee Board.

4. INCOME

4.1 Cash & Cheque Receipts (Income)

- Cheques received onsite will be run through the POS (point of sale) system
- Where cheques are received through the post, acknowledgement that the cheque has been received should be issued where appropriate.
- Details of all cash and cheques received shall be recorded promptly in the organisation's book-keeping systems.
- Details of the date the cash or cheques were banked should be recorded in the organisation's book-keeping systems.
- A copy of relevant paperwork (e.g. sales invoice etc) should be filed accordingly in the organisation's accounting paperwork (e.g. by receipt number, date banked etc).
- Any Cash & Cheques received shall be held securely in a locked safe at the organisation's premises until banked.
- All Cash & Cheques held shall be paid into the Organisation's bank account monthly.
- The value of Cash & Cheques held at the organisation's premises or any special conditions applying to how Cash or Cheques are held, stipulated in the Organisation's Insurance Policy, shall be adhered to.

- The value of Cash & Cheques being transported to the bank or any special conditions applying to the transportation of Cash & Cheques, stipulated in the Organisation's Insurance Policy, shall be adhered to.

4.2 BACS Receipts (Income)

- Details of any BACS payments being made directly into the organisation's bank account shall be recorded promptly in the organisation's bookkeeping systems.
- Copies of any Remittance Advices received, advising of payments being made directly into the Organisation's bank account should be filed accordingly (e.g. by date payment was received etc).

4.3 Sales Invoices (Income)

- Where Sales Invoices are raised for goods or services, details of the amount due should be recorded in the organisation's bookkeeping systems and a copy of the sales invoice kept on file.
- A Credit Control system should be in place to ensure payment of these invoices is received within the agreed terms of 30 days.

5. EXPENDITURE

5.1 Purchases & Orders for Goods and Services (Expenditure)

- The management team is authorised to place orders and purchase items up to a value of £2,499 as long as this is within agreed budgets.
- The purchase of any item above this value must be authorised in advance by the Trustee Board to the order being placed as long as the amount is within agreed budgets.
- The purchase of any item outside agreed budgets must be agreed at a meeting of the Trustee Board and minuted accordingly.
- No member of the Trustee Board or Staff Member may authorise payment to themselves, their partner or relatives.
- Goods supplied must be checked for completeness and invoices (or other documentation) should be matched and checked against original orders before payment is authorised.
- Original documentation must be obtained for all items purchased (e.g. a receipt or purchase invoice etc).
- Where Purchase Invoices are received, details of the amount due should be recorded in the organisation's book-keeping systems and a copy of the purchase invoice kept safely on file until payment is made.
- Once paid, receipts or purchases invoices should be filed accordingly in the organisation's accounting paperwork (e.g. by cheque number, date paid etc).

5.2 Petty Cash (Expenditure)

- A single Petty Cash float will be held for the organisation.
- The maximum value of the Petty Cash Float held at any one time is set at £300.00, which will be kept in a locked tin, held in the locked safe.
- Petty Cash will be administered by finance administrator

- Details of all petty cash expenditure shall be recorded in the organisation's book-keeping systems.
- Only items of expenditure with a value up to £75.00 can be claimed through the petty cash system. Expenditure items above this value should be paid by cheque or via BACS.
- All claims for Petty Cash shall be accompanied by an original receipt or other documentation verifying the amount requested.
- A Petty Cash Voucher shall be completed for all claims and the original receipt or other documentation shall be attached to the voucher.
- Once paid, petty cash vouchers should be filed accordingly in the organisation's accounting paperwork (e.g. by voucher number, date paid etc).
- The Petty Cash Tin shall be reconciled on a monthly basis.
- The Petty Cash Float shall only be topped up by drawing cash from the organisation's bank account.
- The Petty Cash Float shall never be topped up using cash which has been received as income.

6. EXPENSES

Expenses incurred wholly and necessarily by staff, volunteers and Trustees in the course of their duties will be reimbursed in accordance with the expenses policy and on completion of the relevant claim form. Payments will be made through petty cash or BACS.

Receipts must be presented for all items apart from mileage.

7. BAD DEBT

BCPC does not experience significant risks from bad debts.

- Unpaid invoices are monitored and followed up monthly. Bad debts of under £75 are dealt with at the discretion of the management; customers who fail to make payments may be blacklisted by the organisation.
- Bad debts of over £50 are brought to the attention of the Trustees and appropriate action may be taken including legal action if necessary.
- The level of bad debt is monitored and policy reviewed when necessary.

8. FINANCIAL REPORTS

8.1 Annual Budgets (Financial Reports)

- Annual budgets shall be prepared and agreed at a Management Committee meeting, prior to the start of the financial year.

8.2 Trustee Reports (Financial Reports)

- Financial Reports shall be prepared on a quarterly basis and presented at Trustee meetings.
- Financial Reports shall include:
 - Details of actual Income & Expenditure vs. Budget.

- Notes to explanation any variances exceeding £100.00 (either way).
- A copy of the latest Bank Reconciliation.
- A copy of the latest Bank Statements verifying the Bank Balances detailed on the Bank Reconciliation.
- Details of any outstanding Sales Invoice amounts not received within the agreed payment terms.

8.3 Annual Accounts (Financial Reports)

- Annual Accounts shall be prepared in line with statutory requirements.
- Annual Accounts shall undergo independent scrutiny in line with statutory requirements (where required).
- Annual Accounts shall be submitted to relevant regulatory bodies within the required deadlines.

9. WAGES AND SALARIES

- Wages will not be paid in cash. All employees will be paid within the PAYE and National Insurance regulations.
- All staff appointments/departures will be authorised by the trustees, minuting the dates and salary level. Similarly, all changes in hours and variable payments such as overtime, etc, will be authorised by the trustees.
- The Charity will contribute to an employee's pension plan after their probation and in line with pension regulations
- Staff salaries to be reviewed annually.
- Staff regarding to be carried out following an evaluation of the role and in line with the national NJC scales.
- Starters and leavers. Keys to be collected from staff before they leave. The alarm code will be changed annually or when there is a change in personnel.
- Contracts of employment to be signed by Trustees.

10. OTHER UNDERTAKINGS

- The Charity does not accept liability for any financial commitment unless properly authorised.
- All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of the Charity with the prior approval of the trustees or in urgent situations the approval of the Chairperson or another trustee who will provide full details to the next trustee's meeting.

11. ASSETS

- A register of assets will be maintained and updated whenever assets are acquired or disposed of.

- Assets must be disposed of at fair market value or donated to another charity and the proceeds paid into the Charity's bank account.

12. RISKS

- The Trustees will review the risks to which the charity may be exposed on an annual basis and will take the necessary steps to address all major risks identified.

13 RESERVES POLICY

- The Charity will maintain sufficient reserves to enable it to meet its commitments should the Charity be required to close. An annual calculation of the amount required to cover redundancy payments to staff and other elements that should be included in the reserve target will be proposed by the CEO and approved at a Trustee Board meeting.
- The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and have set aside an amount to meet salary commitments and to safeguard the charity's service commitment in the event of delays in the receipt of grants. This approximates to three months running costs. The charity believes that reserves should be at least at this level to maintain financial security and proper staffing to ensure the charity can run effectively and meet the needs of the beneficiaries.

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