



Financial Policy and Procedure

Financial Policy

The Management Committee is responsible for ensuring that:

- The assets of the Club are safeguarded
- Fraud is prevented
- Mistakes are avoided
- Financial records are kept in accordance with the governing document and relevant legislation (e.g. Charities Act, Companies Act etc)
- Annual accounts are prepared in accordance with the governing document and relevant legislation

To enable the Management Committee to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by all Management Committee members, staff and volunteers.

A copy of this policy and procedures will be given to all management committee members on their election / appointment to the committee, and made available to all relevant staff and volunteers.

The policy and procedures will be reviewed annually by the management committee and revised as necessary.

Financial Procedures

1. Organisational Information:

- 1.1. Our Financial Year runs from 31st March to 1st April.
- 1.2. We bank with National Westminster, Stoke Newington.
- 1.3. Current account number:
- 1.4. Reserve account number:
- 1.5. Auditor – Rosie Lacey.(Reporting Accountants)
- 1.6. Credit card holders:
Beth Ettinger (Co-ordinator)
Dominic Hinshelwood (Senior Youth Worker)

2. Bank Account:

- 2.1. All bank accounts must be in the name of the organisation.
- 2.2. No account may ever be opened in the name of an individual.
- 2.3. New accounts may only ever be opened by a decision of the Management Committee, which must be minuted.
- 2.4. Changes to the bank mandate may only be made by a decision of the Management Committee, which must be minuted.

3. Annual Budget:

- 3.1. An annual budget, setting out the organisation's financial plan for the year, will be prepared so that the Management Committee can approve it before the start of each financial year.



- 3.2. The Co-ordinator will prepare the draft budget and it will be checked and agreed by the Financial Sub-Committee, which is comprised of the Chair, Treasurer and one additional, named, Board Member.

4. Financial Reports:

- 4.1. A financial spreadsheet will be prepared every month.
- 4.2. The report will consist of Actual Income and Expenditure and Expected Income and Expenditure.
- 4.3. The Finance Officer will prepare the spreadsheet.
- 4.4. The report will be presented at every Management Committee meeting and discussed by the Finance Sub-Committee as appropriate.

5. Accounting and Other Financial Records

- 5.1. The organisation maintains cash analysis via Quickbooks that record:
 - Cheques, cash, online and card payments received and banked.
 - Cheque, card and online payments and other amounts paid from the bank account.
 - Cash transferred from the bank account to the petty cash box.
 - Cash retained for petty cash.
 - Cash payments made from petty cash.
 - Credit card use and statements entries.

The Quickbooks analysis and records are written up by the Finance Officer.

- 5.2. Every transaction will be entered into Quickbooks and will include:
 - The date of the transaction.
 - The name of the person or organization that money was received from or paid to, and the full amount
 - A brief description of why the money was received or paid.
 - An analysis of each amount under its relevant budget heading.
 - All documents relating to receipts and payments will be filed in the order they appear in the books.

6. Authorisation and Payment

- 6.1. General Guidance
 - No Management Committee or staff member may authorise payment to themselves, their partners or relatives.
 - Goods supplied must be checked for completeness by those that completed the order and invoices (or other vouchers) should be checked and matched against orders by the Finance Officer or Co-ordinator.
 - Once payment has been made, the invoice (or other voucher) should be marked "PAID".
 - Authorising Officers are limited to Officers of the Financial Sub-Committee (the Chair, Treasurer and one additional, named, Board Member) plus the Club Co-ordinator.
 - Any payments over £10,000 not previously agreed in the Annual Budget will need to be agreed by the Finance Sub-Committee
- 6.2. Online Payments (via NatWest Bankline)
 - All online payment must be agreed by 2 parties
 - Requests less than £2,500 can be made to the Finance Officer, who will check, agree and upload the payment. Any Authorised Officer (including the Co-ordinator) can authorise the payment.
 - Requests over £2,500 need to be agreed by a member of the Finance Sub-Committee before being checked and uploaded by the Finance Officer. The payment can only be authorised by an Authorising Officer who is also a Management Committee member.
 - The Authorising Officers are responsible for examining the online payments for accuracy and completeness.
 - The Authorising Officers are responsible for examining the payment documentation (purchase invoice etc.,) prior to authorising the payment.

- In the situation where no other Authorising Officer is available or able to authorize payments, the Co-ordinator can request permission to authorize payments above £2,500 and up to £5,000. This will be confirmed via emailed by an Authorising Officer or Director before taking affect.

6.3. Credit Cards

- All cards have a £500 limit (or shared £1,000 limit across 2 cards), which can only be increased on a temporary agreement with a member of the Finance Sub-Committee for specific items.
- Credit card payments are the responsibility of the card holder, who must take every action to keep their card well protected, avoid fraudulent payments and only make appropriate payments for relevant costs.
- All purchase vouchers must forwarded to the Administrative Officer.
- Purchase vouchers to be cross-checked against statements for accuracy.

6.4. Cheques

- All cheques must be signed by two signatories.
- The signatories are responsible for examining the cheque for accuracy and completeness.
- The signatories are responsible for examining the payment documentation (purchase invoice etc..) prior to signing the cheque.
- Blank cheques must never be signed.
- Signatories to the account are the same as the Bankline online payment Authoring Officers: the Co-ordinator and all members of the Finance Sub-Committee.

6.5. Petty Cash

- We operate a float petty cash system with a float not to exceed £300.00.
- Requests for petty cash must be made to the Co-ordinator or Senior Youth Worker.
- A petty cash voucher must be completed or receipt supplied for all expenditure.
- The petty cash float will be reconciled at least quarterly.
- The Administrative Officer and Co-ordinator are responsible for petty cash.

7. Payroll

We operate a BACS system for wages payments.

- 7.1. All employees (including sessional and part-time employees) must be asked to complete the relevant PAYE forms before they receive any payment.
- 7.2. All staff changes and changes to terms and conditions of employment must be authorised and minuted by the management committee.
- 7.3. The Finance Officer will make payroll calculations, including statutory contributions and pension contributions.

8. Insurance

8.1. Appropriate insurance policies will be maintained, with cover including:

- Employers Liability
- Public Liability
- Contents
- Professional Indemnity

9. An inventory of all physical assets of the Club will be kept and updated annually.

This Financial Policy, and the financial procedures detailed above were agreed and minuted at a meeting of the Management Committee on:

Date of next Review: September 2024