



## **Financial Management and Control Policy and Procedure Document**

### **1 Introduction**

The Committee of the “Insert Park Name” share overall responsibility for financial control and safeguarding the funds of the “Insert Park Name” and ensuring that the organisation operates in accordance with the financial powers stated in its Constitution. This document sets out how this responsibility will be exercised and where functions have been delegated to particular Committee members of the “Insert Park Name”.

### **2 The role of the Treasurer**

The treasurer takes the lead at Committee level on:

- Making sure the “Insert Park Name” keeps proper accounts
- Reviewing financial performance
- Ensuring policies for finance and relevant investments are regularly reviewed
- Ensuring that the “Insert Park Name” have robust and effective financial controls in place
- Reporting on financial matters at the AGM

### **3 Financial records**

Financial records will be kept so that:

- The “Insert Park Name” can meet its legal and other obligations, e.g., HM Revenue and Customs, Common Law.
- The “Insert Park Name” Committee can have control of the organisation’s finances.

- The **Organisation/ Friends Group** can meet contractual obligations and the requirements of funding bodies.

The **Organisation/ Friends Group** will keep proper books of account using the Excel accounts package. These will include:

- A spreadsheet analysing all transactions
- Petty cash records

#### **4 Budget**

The financial year for the **“Insert Park Name”** will end on **“Insert appropriate date”**.

Before the start of each financial year, the **“Insert Park Name”** Committee will approve a budgeted income and expenditure account for the following year.

#### **5 Accounts and Audit**

Accounts will be drawn up after each financial year for presentation at the Annual General Meeting.

#### **6 Best value**

When procuring goods and services it is the **“Insert Park Name”** aim to achieve best value. For goods and services valued at over £1,000 at least 3 quotes will be obtained.

#### **7 Bank**

The **“Insert Park Name”** will bank with **“Insert Bank name”** bank where the accounts will be held in the name of the **“Insert Park Name”**.

The current account will be held with **“Insert Bank Name”** All bank accounts held by the **“Insert Park Name”** must be agreed and approved by the **“Insert Park Name”** Committee.

The bank mandate (list of people who can sign cheques on the Organisation's/ Friends Group behalf) are as follows

**“Insert Name”**

**“Insert Name”**

“Insert Name”

“Insert Name”

These must always be approved and minuted by the “Insert Park Name” Committee, as and when changes occur.

The “Insert Park Name” will require the bank to provide current account statements every month/quarter. These will be reconciled by the Treasurer and entered onto the spreadsheet. These will then be signed off by the Secretary or Chair.

The “Insert Park Name” will not use any other bank or financial institution or use overdraft facilities or invest speculatively unless authorised, approved and minuted by the “Insert Park Name” Committee.

## **8 Fundraising, funding bids, tenders, and partnership arrangements**

All fund raising, grant applications and tendering undertaken on behalf of the “Insert Park Name” will be done in the name of the Organisation / Friends Group and will generally be based on recovery of the full cost of the proposed work.

Details of all funding bids and tenders will be provided to the Committee.

## **9 Receipts (income)**

The “Insert Park Name” will ensure that all the income to which it is entitled is received and that this is evidenced.

All monies received will be recorded promptly on the spreadsheet and banked without delay. The organisation will maintain files of documentation i.e. letters from funding bodies to back this up.

All payments must be made to the “Insert Park Name” by cheque or BACS. The Treasurer will review all debts on a monthly basis and agree follow up action. When an individual debt exceeds £500 for a period of more than 3 months then this will be brought to the attention of the Committee and relevant action agreed.

All cash donations to be recorded.

## **10 Payments (expenditure)**

The preferred method of payment is by bank transfer. Cheques will also be used when bank transfer payment is not possible. Cheque books (unused and partly used cheque books) must be kept under lock and key.

Blank cheques will NEVER be signed.

No payments will be authorised or cheques signed without original documentation.

Money will only be spent to meet conditions and requirements of the funding bodies and in pursuance of the objectives in the Constitution.

## **11 Payment Procedures and Documentation**

Every payment from the organisation's/Friends Group bank account will be supported by an original invoice. The original invoice will be filed and kept for presentation with the accounts at the Annual General meeting.

A petty cash log will always be maintained. The Treasurer will decide the petty cash limit for purchasing small items. Receipts must be produced for every purchase.

Expenses: The **"Insert Park Name"** will reimburse expenditure paid for personally by volunteers that is claimed providing:

- Fares are evidenced by proof of purchase
- Other expenditure is evidenced by original receipts
- Car mileage is based on HMRC allowances
- The expenditure has been authorised by the Treasurer
- The claim is submitted within 3 months of expenditure being incurred

## **12 Debit card payments**

The preferred and principal method of payment is either by cheque or internet banking from the current account.

The debit card should only be used in specific circumstances, namely:

- a. When a customer account is unavailable to the "Insert Park Name"
- b. When a purchase by debit card represents significantly better value than a cash purchase
- c. When card payment is required by a supplier, through the Internet
- d. When exceptional circumstances prevent any other method of payment

Cards shall only be used for payment by the named cardholder(s).  
"Insert Name"

It is the responsibility of the Cardholder to ensure that the debit card is held in a secure place at all times.

Cardholders must submit a receipt that explains the business reason for items purchased using the debit card (and if applicable) along with the project the expenses are to be taken from.

Cardholder limits:

Cardholders may use the card for purchases up to £100 without authorisation. Purchases over £100 must be pre-authorised by the Treasurer.

Process:

Cardholder pays by debit card and acquires receipt

Monthly statement arrives

Treasurer verifies all items on the statement, with reference to the supporting documentation and confirmed receipt of goods, enters purchase on Excel spreadsheet and files documentation.

Note: It is the cardholder's responsibility to identify, investigate and inform the Treasurer of irregularities such as non-receipt of goods or incorrect amounts.