

Cantley Staithe Charitable Association
Model financial management and control policy and procedure

1 Introduction

The trustees of Cantley Staithe Charitable Association share overall responsibility for financial control and safeguarding the funds of Cantley Staithe Charitable Association and ensuring that the organisation operates in accordance with the financial powers stated in its Memorandum and Articles of Association. This document sets out how this responsibility will be exercised and where functions have been delegated to particular trustees or staff of Cantley Staithe Charitable Association.

2 The role of the Treasurer

The treasurer takes the lead at board level on:

- making sure Cantley Staithe Charitable Association keeps proper accounts
- reviewing financial performance
- ensuring policies for finance and if relevant investment are regularly reviewed
- ensuring that Cantley Staithe Charitable Association has robust and effective financial controls in place
- liaising with the Chairman about financial matters
- reporting on financial matters at the AGM

3 Financial records

Financial records will be kept so that:

- Cantley Staithe Charitable Association can meet its legal and other obligations, e.g., HM Revenue and Customs, Charities Acts, Companies Acts, Common Law.
- The Cantley Staithe Charitable Association trustees can have control of the organisations finances.
- The organisation can meet contractual obligations and the requirements of funding bodies.

The organisation will keep proper books of account using Excel. These will include:

- A cash book analysing all transactions

4 Budget

The financial year for Cantley Staithe Charitable Association will end on 31st March.

Before the start of each financial year, the Cantley Staithe Charitable Association trustees will approve a budgeted income and expenditure account for the following year.

A paper comparing actual income, and expenditure with the budget will be presented to the Cantley Staithe Charitable Association trustees every 3 months

5 Accounts and Audit

Accounts will be drawn up after each financial year within 4 months of the end of the year and presented to the next Annual General Meeting.

The accounts will be submitted by the Clerk to the Trustees to the Charity Commission.

6 Best value

When procuring goods and services it is Cantley Staithe Charitable Associations's aim to achieve best value. For goods and services valued at over £3,000 at least 3 quotes will be obtained.

7 Bank

Cantley Staithe Charitable Association will bank with (Lloyds Bank as agreed by trustees where the accounts will be held in the name of Cantley Staithe Charitable Trust. The current account will be held with Lloyds Bank All bank accounts held by Cantley Staithe Charitable Association must be agreed and approved by the Cantley Staithe Charitable Association trustees.

The bank mandate (list of people who can sign cheques on the organisation's behalf) will always be approved and minuted by the Cantley Staithe Charitable Association trustees as will all changes to it.

Cantley Staithe Charitable Association will require the bank to provide current account statements every quarter. These will be reconciled with the cash book every quarter by the Treasurer.

Cantley Staithe Charitable Association will not use any other bank or financial institution or use overdraft facilities or invest speculatively unless authorised, approved and minuted by the Cantley Staithe Charitable Association trustees.

8 Fundraising, funding bids, tenders, and partnership arrangements

All fund raising, grant applications and tendering undertaken on behalf of Cantley Staithe Charitable Association will be done in the name of the organisation and will generally be based on recovery of the full cost of the proposed work. If the organisation is to subsidise the cost of any work from reserves or earned income then this must be approved by the trustees. The Trust must approve bids and tenders to a value up to £25,000.

9 Receipts (income)

Cantley Staithe Charitable Association 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 in the cash analysis book and banked without delay (note this includes sundry receipts such as payments for telephone calls, photocopying, small donations from individuals etc.) The organisation will maintain files of documentation i.e. letters from funding bodies to back this up.

All payments must be made to Cantley Staithe Charitable Association by cheque or BACS. The Treasurer will review all debts on a monthly basis and agree follow up action. When an individual debt exceeds £400 for a period of more than 3 months then this will be brought to the attention of trustees and relevant action agreed.

A schedule of charges for services and facilities will be maintained by the treasurer. This schedule will be reviewed at least annually and increases agreed and reported to the treasurer.

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 in the safe under lock and key. Only authorised staff and the book keeper will have access to the safe.

Blank cheques will NEVER be signed.

Whenever possible, the same person should not be responsible for ordering, processing and checking invoices as well as raising payment requisitions, signing cheques and authorising payments.

The relevant payee's name will always be inscribed on cheques before signature. The cheque stub will always be filled in.

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 Memorandum and Articles of Association.

11 Payment Procedures and Documentation

Every payment from the organisation's bank accounts will be supported by an original invoice. The original invoice will be filed and kept for seven years. The person who signs the cheque or authorises the online bank payment should ensure that the Cantley Staithe Charitable Association request for payment form is fully completed. This includes the following.

PAYMENT METHOD
DATE OF INVOICE /REQUEST
AMOUNT OF PAYMENT
WHO AUTHORISED THE PAYMENT

The only exceptions to payments not being supported by an original invoice would be for such items as advanced booking fees for a future course, VAT, etc. Here a payment requisition form will be used. Alternative supporting documentation such as the booking application form must be provided.

Contracts with suppliers can only be set up if authorised by the Clerk to the Trustees.

Expenses/Allowances - Cantley Staithe Charitable Association will reimburse expenditure paid for personally by staff and volunteers that is claimed using the agreed claim form, 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 a line manager
The claim is submitted within 3 months of expenditure being incurred

Process for authorisation:

Payments shall be authorised on a quarterly basis.

No signatory should authorise payments to him or herself. It is the responsibility of the other signatory to ensure this does not happen.

12 Other Undertakings

Cantley Staithe Charitable Association does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given, with financial consequences must be approved by the Clerk to the Trustees up to a value of £2,000. Those valued at over £2,000 require the approval of Trustees of Cantley Staithe Charitable Association.

13 Confidentiality

Trustees, volunteers and employees will at all times act in the best interest of the organisation and if they experience a conflict of interest they will not divulge sensitive information about the organisation.

14 Fixed assets and inventory of capital items

Cantley Staithe Charitable Association will set up and maintain a fixed assets register stating the date of purchase, cost, serial numbers and normal location of the asset(s). If it holds stocks of goods, e.g. books, etc., of significant value, it will maintain proper records. Cantley Staithe Charitable Association will maintain an inventory of all capital items. The fixed assets register and inventory will be produced by and reviewed by the Clerk to the Trustees.

15 Reserves and Investment Policies

The trustees will consider the level of reserves that is prudent for Cantley Staithe Charitable Association to have when agreeing the annual budget. Consideration will be given to future strategy, and any other significant factors that should be taken into account were Cantley Staithe Charitable Association to dissolve. The specific reserves policy including any designation of reserves for specific purposes will be agreed by trustees on an annual basis.

The trustees of Cantley Staithe Charitable Association will keep these financial controls under review