



## Financial Control Policy

### Introduction

Financial records will be kept so that Rotherfield St Martin (RSM) can:

- Meet its legal and other statutory obligations such as Charity Acts, HMRC and common law.
- Enable the trustees to be in proper financial control of RSM.
- Enable RSM to meet the contractual obligations and requirements of funders.

RSM will keep proper accounts, which will include:

- An electronic record of all cash and cheques that come into the office (checked weekly by Charity Manger against monies received).
- A petty cash sheet if cash payments are being made
- All salary information including HMRC tax records & RSM Pension scheme
- Our current accounting software package is QuickBooks and is managed by our Book Keeper. The Charity Manger and Independent Examiner also have password protected access to Quickbooks.

The financial year end is 31<sup>st</sup> August each year.

- The accounts will be prepared by the Book Keeper within two months of the end of year and will be presented to the RSM trustees for approval. Once approved they will be independently examined and signed off to be presented at the next AGM and included in our Annual Report.

- Our Book Keeper will work with the Charity Manger to prepare a budget (annual forecast) and actual income against the budget will be presented to the RSM trustees at each quarterly Board Meeting.

### **Banking**

- RSM bank with Natwest Bank (current & savings) CAF Bank (current & savings) and Virgin Money (current & savings).
- Bank mandates will be approved by the board of trustees. Mandates will include the Charity Manager, a Trustee and Charity Administrator
- The Bookkeeper will access the bank accounts monthly for purposes of reconciliation or be provided with bank statements.
- The charity will not use any other bank or financial institution or use overdraft facilities or take out a loan without the agreement of the RSM trustees.
- Banking will be carried out at Rotherfield Post Office

### **Income**

- All monies received will be recorded electronically on a cash sheet and will be banked weekly at the local Post Office. All cheque numbers are recorded on our cash sheet.

### **Payments**

- The aim is to ensure that all expenditure can be demonstrated to be relevant to the charity's business and is properly authorised. Whilst an approved budget sets out the planned level of expenditure for the year, signatories should not incur expenses which are outside of their authorised expenditure level:
- Charity Manager expenditure of **£500** or more will need authorisation of trustee listed on the bank mandate. Salary payments are scheduled by Charity Manager and authorised by others on mandate.
- Charity Administrator expenditure of **£250** or more will need authorisation of Charity Manager.
- Due to the increase of SCAMS in recent years, if a member of staff receives an email or phone call from an RSM trustee or member of staff requesting any form

of payment (cash transfer/vouchers etc), that member of staff shall telephone the trustee/staff member to ensure that the request is genuine and will then proceed under authorisation limit as above.

- Blank cheques will **never** be signed.
- The payees name will always be inserted on a cheque before signature and the cheque stub will be completed fully. Supporting documentation will be presented to the signatory when a request is made to approve a cheque or online transaction.
- Business Accounts – the charity may have business accounts such as Amazon or KCS for purchasing goods for the charity. All orders will require the authorisation as previously noted above.

### **Payments documentation**

- Every payment will be evidenced by an original invoice/expenses sheet
- Salaries – the charity will use an independent Payroll organisation. The Charity Manger will submit salary information to Payroll each month and upon receipt of payroll reports will pay all staff. All employees will be paid within the PAYE National Insurance regulations. Employees can access their pay information via their own login with SAGE. The Charity Manager will arrange payment and a second signatory on the account will check against SAGE records and authorise.
- All staff appointments/departures will be authorised by the trustees, minuting the dates and salary level. Any changes to hours will be authorised by the trustees.
- Petty cash will be entrusted to and maintained by the Charity Administrator with a max float of £20.00. Any payments made via petty cash will be recorded and accompanied by a receipt.
- Float for clubs – we will hold a £20.00 float to be used at all daily clubs.
- Cheque signatures and debit cards – each cheque will be signed by one person as named on the mandate in accordance with authorised sign off as

noted above. The debit card pin will only be known to the Charity Manager and Charity Administrator.

- Cheque books/debit cards/and all cash shall be kept in the charity safe which is protected by a passcode which is known only to the 4 charity staff.
- Most banking will be carried out by the Charity Administrator via banking APPS.

### 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 charity will be done in the name of RSM.

*This policy is based upon on a download factsheet from <https://cash-online.org.uk/financial-controls-campaign-group/>. An email was sent to cash-online offering to make a donation as suggested for use of policy template*

This policy was written/reviewed by	Vicky Cheeseman – Charity Manager
Adopted by	Trustees of Rotherfield St Martin
Date	April 2022
Reviewed	Oct 24 - Vicky Cheeseman/M Howard
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