

Louie's Helping Hands

FINANCIAL MANAGEMENT POLICY & PROCEDURE

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT

Louie's Helping Hands

Financial Management Policy and Procedures

Policy Statement

The purpose of this policy is to establish guidelines for developing financial goals and objectives, making financial decisions, reporting the financial status of Louie's Helping Hands Charity, and safely managing the Charities funds.

Financial Responsibilities

It is the responsibility of the Board of Trustees to formulate financial policies and review operations and activities on a periodic basis.

The Board delegates this oversight responsibility to the Treasurer and the Chairperson of the board.

The Treasurer acts as the primary fiscal agent, implementing all financial policies and procedures. The Treasurer, in conjunction with the book keeper is responsible for the coordination of the following:

1. Annual budget presentation and quarterly update reports.
2. Approving revenue and expenditure objectives in accordance with the Board approved long term plans.
3. The day to day responsibility for managing the charities funds.

The Chairperson of the board is responsible for:

1. Ensuring the accuracy of the accounting records, internal controls, financial objectives and policies, financial statement preparation, and bank reconciliation review and approval.
2. Accounts Payable Processing, Payroll input and Payroll processing, VAT.
3. Cash Receipts input, Journal Entries for General Ledger and Bank Reconciliations.
4. In discussion with the Chairman of the Board, selection of the external auditors.

The Nominated External Accountant is directly supervised by the Chairman of the Board and is responsible for the preparation of the Chartered Accounts.

Responsible Persons

The following people are nominated card holders, signatories and safe key holders:

1. The Chairperson
2. The Trustee
3. The Accountant.

These people will oversee the management of day to day money handling policies and procedures.

Conflict of Interest

Members of the Board of Trustees are prohibited from activities that might present conflicts of interest. The powers of trusteeship may not be used to personally benefit the Trustee at the Company's expense. If a Trustee has a financial interest in a corporate transaction, they must fully disclose the interest and abstain from voting. Loans to Trustees are prohibited.

Budgeting Process

The entire Board must approve the budget. The Chairperson is responsible for presenting an annual operating budget draft to the Board of Trustees.

The Board of Trustees shall review and approve the recommended fiscal year budget revenues, expenditures and cash flow. The budget will contain revenues and expenses forecasted by month.

Financial Statements

The Trust's financial statements shall be prepared on an accrual basis in accordance with Generally Accepted Accounting Principles ("GAAP").

The Chairperson shall prepare and present quarterly Financial Statements in a format approved by the Board of Trustees.

Audit

The Trust will have an audit of its financial statements periodically and at the request of any grant and/or funding providers. The audit will be completed by a firm of Independent Certified Public Accountants. The Chairperson of the Board and external Book Keeper has direct responsibility in overseeing the implementation of the Annual Financial Audit. In addition, Accountant will assist when necessary in the audit preparation, and report the final results to the Board of Trustees.

A representative of the audit firm will be invited to attend the annual presentation to the Board of Trustees, and will be required to make a presentation to the Board if the audit report is other than unqualified, or if the auditor's report material weaknesses in internal controls or reportable conditions.

Revenue and Income Procedures

Discrepancies

1. Any discrepancies are reported to the Treasurer and Accountant who will investigate for errors and/ or fraudulent activity and complete a report.
2. The report will then be given to the Chairperson who will take any appropriate action.

Donations

As Louie's Helping Hands is a charity, donations are frequently made. Any donations are given either on line directly into a bank account, small donations (£10 or less) in a collection tin on events and larger donations into a tin kept in the safe.

Any donations received at the Charity is subject to the same money handling and banking procedures as any other form of income.

Recording Receipts and Banking

The following procedures for cash received is in place:

1. All cash and cheques received through the post shall be paid directly into the HSBC Charity bank account.
2. The person paying them in records all cheques and cash by date, name of company or individual, and amount.
3. All cash and checks received at the Charity are deposited usually every Friday by a nominated Responsible Person. Risk assessments are completed for this activity.

Expenditures Procedures

1. All expenditures are to be approved by a nominated Responsible Person i.e. the Treasurer, chairperson and the Accountant.
3. The Treasurer and Accountant maintain standard accounting records containing all aspects of the Trust's financial operations. They include but are not limited to a general ledger, a cheque register and a payroll register.
4. Invoices will be approved by either the Chairperson, Treasurer or the accountant.
5. Upon payment of a bill, a record of the cheque number or BACS payment date will be written on the invoice.
6. The paid invoices will be filed alphabetically according to company/individual name and are kept on a fiscal year basis on file.

Signature Policy

Either the Centre Manager, Business Development Team Leader, Financial Administrator, Board Secretary and Treasurer are to sign all cheques, or orders for payment of money from petty cash, and use the Company Credit Card to make on line payments on behalf of the Trust

Local Travel and Expense Reimbursements

Volunteers must abide by the Charities Travel and Expense policy. Travel and expense reports for mileage, meals, supplies, etc., will be maintained by each volunteer and then submitted to the Chairperson for approval and payment on a monthly basis. Mileage to and from the volunteer's residence to the place of work will not be paid by the Charity. Reimbursements will be based on the travel rate established by the Board of Trustees and approved through the budgeting process. Travel reimbursement shall not be above Inland Revenue Guidelines. All parking and other expenditure receipts must be attached to the expense voucher as a condition for payment.

Purchasing

Any expenditure in excess of £5,000.00 (five thousand pounds) should have bids from three (3) suppliers if possible. These bids are reviewed by the Treasurer and the bid award must be specifically approved in advance by the Chairperson of the Board. Purchase of less than the approved amount may be made at the discretion of the Treasurer. However, for fixed assets, reasonable diligence should be exercised to comparatively shop for available sources. Any

purchase made by a Board member on behalf of the Trust will require prior approval by the Chairperson of the Board.

Leases and Other Contractual Agreements

The Charity conducts its operations from leased facilities. Leases and other contractual agreements are negotiated by the Chairperson of the Board of Trustees with the approval of the Board. The Treasurer and the Chairperson of the Board are authorised to develop and enter into contractual agreements with vendors, bankers, and third parties for the purpose of ensuring the Charities general operations. The Board of Trustees shall review such agreements and make recommendations when necessary.

Deeds, Conveyances, etc.

The Chairperson of the Board and the Treasurer shall execute all Deeds, Conveyances, Mortgages, Leases, Contracts and other instruments in the name of the Charity.

Bank Accounts and Investment Accounts

The Chairperson and Treasurer will maintain and oversee Bank and Investment accounts.

Several accounts are maintained by the Trust as follows:

1. Current Account
2. Business Saver Account
3. Base Rate Reward Account
4. Charity Deposit Account

All cheques, cash, money orders, and credit card deposits, are reviewed by the Treasurer and deposited into the Current Account.

Bank Reconciliations

Bank reconciliations shall be completed monthly by the Accountant and cross referenced with the cash and receipts logs and the monthly Financial Statements. The Financial Statements are compiled by the Treasurer. The Statements are then reviewed by the Chairperson and presented to the Board of Trustees quarterly. All Bank Statements and Credit Card Statements are reconciled every month by the Chairperson and records kept in the office.

Petty Cash

A petty cash fund provides a systematic method for paying and recording out of pocket cash payments. The Trust will maintain a petty cash fund that is sufficient for the time of year and replenished as needed. The Chairperson, and Treasurer maintains control of, and responsibility for, payments disbursed from the Petty Cash fund.

This policy was adopted by Louie's Helping Hands	Date: 01 st January 2016
Reviewed on: 22 nd February 2017	Signed: S J Lewellyn
To be reviewed: 22 nd February 2018	

