



## FINANCIAL POLICY

### **1. Introduction**

1.1 Financial records will be kept so that the Waterford Sustainable Living Initiative (hereafter SLÍ) can:

- (a) Meet its legal and other obligations
- (b) Enable the Management Committee to be in proper financial control of SLÍ
- (c) Enable the SLÍ to meet the contractual obligations and requirements of funders.

1.2 SLÍ will keep proper books of accounts, which will include:

- (a) A cashbook analysing all the transactions in SLÍ's bank account(s).
- (b) A petty cash book if cash payments are being made.

1.3 The financial year will end on the 31<sup>st</sup> of December each year.

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

1.5 Prior to the start of each financial year, the Management Committee will approve a budgeted income and expenditure account for the following year.

1.6 A report comparing actual income and expenditure with the budget will be presented to the Management Committee every three months.

1.7 The AGM will appoint an appropriately qualified auditor/examiner to audit/examine the accounts for presentation to the next AGM.

### **2. Banking**

2.1 SLÍ will bank with AIB, Waterford City. Accounts will be held in the name of Waterford Sustainable Living Initiative.

- 2.2 The Manager of SLÍ and the Secretary of the Management Committee of SLÍ will have the sole power to sign cheques and both signatures are required.
- 2.3 SLÍ will require the bank to provide statements quarterly and these will be reconciled with the cash book at least every three months and the Management Committee will spot check that this reconciliation has been done at will.
- 8.1 The charity will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the Management Committee.

### 3. **Receipts (income)**

- 3.1 All monies received will be recorded promptly in the cash analysis book and banked without delay (note this includes sundry receipts such as payment for telephone calls, photocopying etc.). SLÍ will maintain files of documentation to back this up.

### 4. **Payments (expenditure)**

The aim is to ensure that all expenditure is on SLÍ business and is properly authorised and that this can be demonstrated. The latest approved budget provides the cheque signatories with authority to spend up to the budgeted expenditure, not beyond it.

- 4.1 The Manager will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept under lock and key.
- 4.2 Blank cheques will never be signed with both signatures.
- 4.3 The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.

### 5. **Payment documentation**

- 5.1 Every payment out of SLÍ's bank accounts will be evidenced by an original invoice (never against a supplier's statement or final demand). That original invoice will be retained and filed. The cheque signatory should ensure that it is referenced with:

- Cheque number
- Date cheque drawn
- Amount of cheque
- Who signed the cheque.

- 5.2 The only exceptions to cheques not being supported by an original invoice would be for such items as advanced booking fees for a future course, deposit for a venue, VAT, etc. Here a cheque requisition form will be used and a photocopy of the cheque kept.

- 5.3 Wages and Salaries. There will be a clear trail to show the authority and reason for EVERY such payment; e.g. a cheque requisition, asking for payment to an employee, the Inland Revenue, etc. All employees will be paid within the PAYE, National Insurance regulations.
- 5.4 All staff appointments/departures will be authorised by the trustees, minuting the dates and salary level. Similarly, all changes in hours and variable payments such as overtime, etc, will be authorised either by the trustees.
- 5.5 Petty cash, if in use, will always be maintained on the imprest system where by Administration Worker is entrusted with a float as agreed by the trustees. When that is more or less expended, a cheque will be drawn for sufficient funds to bring up the float to the agreed sum, the cheque being supported by a complete set of expenditure vouchers, totalling the required amount, analysed as required.
- 5.6 Expenses / allowances will, if asked, reimburse expenditure paid for personally by staff, providing:

Fares are evidenced by tickets.

Other expenditure is evidenced by original receipts.

Car mileage is based on local authority scales.

No cheque signatory signs for the payment of expenses to themselves.

## 6. **Cheque Signatures and cash cards**

- 6.1 Each cheque will be signed by at least two people.
- 6.2 A cheque must not be signed by the person to whom it is payable.
- 6.3 ATM cash cards will not be used and if issued by the bank they will be immediately cut in half.

## 7. **Other undertakings**

- 7.1 SLÍ does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given, the financial consequences of which are, prima facie, likely to exceed in total €5,000, must be authorised and minuted by the trustees. In exceptional circumstances such undertakings can be made with the Chairperson's approval who will then provide full details to the next meeting of the trustees. (This covers such items as the new service contracts, office equipment, purchase and hire).

7.2 All grant applications undertaken on behalf of the organisation will be done in the name of SLÍ with the prior approval of the trustees or in urgent situations the approval of the Chairperson who will provide full details to the next trustee's meeting.

**8. Other rules**

8.1 SLÍ will adhere to good practice in relation to its finances at all times, e.g. when relevant it will set up and maintain a fixed asset register stating the date of purchase, cost, serial numbers and normal location. Additionally SLÍ will maintain a property record of items of significant value, with an appropriate record of their use.

Adopted by Management Committee, March 2019

**Adapted from:**

[www.cash-online.org.uk](http://www.cash-online.org.uk)

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