

The Griffins Society Financial Controls Policy

Financial Records & Accounts:

1. Financial records will be kept so that:
The organisation meets its legal and other statutory obligations, such as the Charity Acts, Her Majesty's Revenue & Customs, Companies House and common law.
The trustees have proper financial control of the organisation.
The organisation meets the contractual obligations and requirements of any funders.
2. The records of accounts will include:
A cashbook analysing all the transactions appearing on the bank account(s).
A petty cash book of cash (float) payments made.
3. Accounts will be drawn up at the end of each financial year within 6 months of the financial year-end (the 31st March) and presented to the next Annual General Meeting (November annually).
4. Prior to the start of each financial year, the trustees will approve a budget for the following year.
5. A report presenting income/investments and expenditure with the budget should be presented to the trustees every three months at the relevant meetings of the board of trustees.
6. The AGM will appoint an appropriately qualified independent examiner to examine the accounts before presentation to the next AGM.

Banking

1. The Charity will bank with The Co-operative Bank plc and accounts will be held in the name of The Griffins Society. The following accounts will be maintained:

Charity Bank Account

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2. The bank mandate (list of people who can sign cheques on the organisations behalf) will always be approved and minuted by the trustees as will any changes to it.
3. The charity will require the bank to provide statements every month and these will be reconciled with the cash book at least every three months and presented as part of the financial updates to the board.
4. The charity will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the trustees.
5. The Charity will maintain its reserves in appropriate investments – currently the CCLA and the MG Charitable Funds.
6. The charity will maintain a Charity Deposit account (linked to the CCLA Investment Account) for the purposes of moving reserves – sale of shares - to the Co-operative Bank charity current account

Income

1. All monies (donations or grants) received will be recorded promptly in the cash analysis book and where a cheque is given, banked without delay. The Charity will maintain files of documentation to back this up

Payments (expenditure)

2. It will be ensured that all expenditure is on the charity's 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.
3. The Director will be responsible for holding the cheque books (including unused and partly used cheque books) that should be kept under lock and key.
4. The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.

5. No cheques should be signed without original documentation (see below).

Payment documentation

1. Every payment out of the Charity'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 by the Charity and filed. The cheque signatory should ensure that it is referenced with:

- Cheque number
- Date cheque drawn
- Amount of cheque

2. Wages and Salaries. There will be a clear trail to show the authority and reason for EVERY such payment; e.g. a cheque requisition form asking for payment to an employee, HMRC etc.
3. 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
4. Petty cash will always be maintained on the imprest system whereby the Director is entrusted with a float as agreed by the trustees. Full records of all expenditure will be maintained.
5. Expenses / allowances. The Griffins Society will, if asked, reimburse expenditure paid for personally by staff, trustees and/or volunteers, providing:
 - Fares are evidenced by tickets.
 - Other expenditure is evidenced by original receipts.
 - Car mileage is based on local authority scales.

Cheque Signatures

1. Each cheque will be signed by at least two people.
2. A cheque must not be signed by the person to whom it is payable. In the case of the Director who is the sole member of staff, agreement to the monthly

fees invoice MUST be obtained in advance from the Chair of Trustees before payment is made.

Other rules

1. The Charity does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given which are likely to cost the Charity in excess of £6K must be authorised and minuted by the trustees.
2. 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).
3. All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of the Charity.
4. The Charity 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 of assets. Additionally the Charity will maintain a property record of items of significant value, with an appropriate record of their use, when the charity purchases such items.

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