

Finance Policy

Policy Area: Finance

Policy Number: Fn01

Responsibility of: Board of Trustees

Last updated: June 2018

To be updated by: June 2019

1. Financial records

- 1.1. SurvivorsUK will keep financial records to ensure that:
 - 1.1.1. The organisation meets its legal and other statutory obligations such as, [Charities Act 2011](#), [Charities \(Protection and Social Investment\) Act 2016](#), Trustees Acts [1925](#), [2000](#) and Charity Commission [guidance](#).
 - 1.1.2. The trustees have proper financial control of the organisation.
 - 1.1.3. The organisation meets the contractual obligation and requirements of funders.
- 1.2. The board will hold ultimate responsibility for this policy and the financial processes of the organisation. The staff team, sessional workers and volunteers are responsible for adhering to this policy.

2. Accounts

- 2.1. Accounts will be drawn up at the end of each financial year within 3 months of the financial year end.
- 2.2. The organisation's financial records, including end of year report, should be the subject of an independent examination by an independent accountant for granted permission by the Board of trustees annually as long as the organisation's gross income remains under £1M and its assets under £3.26M.
- 2.3. Our current independent examiner is:

TBC

- 2.4. These accounts must then be presented to the Annual General Meeting.
- 2.5. Prior to each financial year, the trustees will approve a provisional income and expenditure budget for the following year.
- 2.6. Management accounts will be provided to the Board quarterly for consideration at Board meetings.

2.7. Our accountant is:

Andy Nash Accounting & Consultancy Ltd, The Maltings, East Tyndall Street, Cardiff,
CF24 5EA

2.8. The organisation will put their accounting services and auditing services out to tender every five years. Next due for tender in 2022.

3. Banking

3.1. SurvivorsUK banks with Unity Trust Bank with the following accounts held:

Unity Trust Bank Current Account

Unity Trust Bank Corporate Credit Account

3.2. Where possible the organisation will try to ensure that financial reserves are kept in more than one bank.

3.3. The bank mandate (list of people who can authorise payments) will always be approved and minuted by the trustees as will any changes to it. The procedure for authorising payments is outlined in the Office Manual.

3.4. Bank statements will be received online every month and reconciled with internal accounts at least every three months.

3.5. No other bank or financial institution or overdraft facilities or loan will be used without prior agreement by the Board.

4. Income

4.1. All income will be recorded promptly our accounting software and cash/cheques banked on a monthly basis. Records of all income and money banked will be kept.

4.2. Cash received as payment from clients will be banked at least once a month or when the organisation holds £2000 and kept in a secure lockable place.

5. Expenditure

5.1. Expenditure is recognised when it is incurred wholly in conducting the activities of Survivors UK. All expenditure must be properly authorised and recorded.

5.2. Expenditure should be recorded and will be paid as outlined in the Office Manual. Every payment out of the organisation's accounts will be evidenced by an original invoice which will be retained on record.

5.3. The latest approved budget provides those authorised to make payments with authority to spend up the budgeted expenditure, not beyond it.

5.4. The authorisation of expenditure should be made in line with the financial delegation levels outlined in Appendix One.

6. Expenses

6.1. SurvivorsUK will, if asked, reimburse expenditure paid for by staff/volunteers providing that:

6.1.1. Fares are evidenced by a ticket or booking email

6.1.2. Other expenditure is evidenced by original receipts

6.1.3. Car mileage is based on HMRC scales

6.2. Claims should be authorised by the claimant's manager.

6.3. To claim expenses, the procedure outlined in the Office Manual should be followed.

7. BACS

7.1. Payments via BACS are processed as outlined in the office manual and in line with financial delegation outlined in Appendix One.

8. Cheques

8.1. Payments by cheque are processed as outlined in the office manual and in line with financial delegation outlined in Appendix One.

8.2. Blank cheques must be kept in a secure location and blank cheques will never be signed.

8.3. The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.

9. Credit Card

9.1. The credit card is used to make payments where a BACS payment is not possible/ practical.

9.2. The credit card monthly statement should be reviewed and reconciled at least every three months.

10. Wages and Salaries

10.1. SurvivorsUK will keep a clear trail to show the authority and reason for all salary and salary related payments.

10.2. All employees will be paid within the PAYE and National Insurance regulations.

11. Petty Cash

- 11.1. Petty cash will be made up of £50 for office petty expenses and £50 for change for clients.
- 11.2. Petty cash is to be accessed only by salaried-staff of members. Where a sessional staff member/ volunteer requires petty cash, this should be provided by a salaried-staff member.
- 11.3. Petty cash payments are to be limited as much as possible and should be only used where no other payment method is possible
- 11.4. Appropriate records will be kept of all petty cash spending as outlined in the Office Manual.

12. Retention of financial records

- 12.1. All financial records are retained for 6 years after the end of the financial year they relate to and are stored in a securely either physically or electronically.

13. Bribery

- 13.1. SurvivorsUK is committed to operating with the highest standards of integrity and promoting a culture in which accountability flourishes. SurvivorsUK operates a zero-tolerance policy towards the giving or receiving of bribes. The organisation, Trustees, staff, sessional workers, and volunteers will act within the law relating to bribery (mainly the Bribery Act 2010).

14. Harmful Donations

- 14.1. The potential negative impact of any substantial donation made to SurvivorSUK by an individual or organisation will be considered by the Board and, if the impact is felt to be sufficiently harmful, the Board may make the decision to decline the donation.

15. Reporting finance procedures breaches

- 15.1. Serious breaches of the agreed procedures must be reported to the Board.
- 15.2. If the matter relates to a staff member or volunteer it should be considered in line with the agreed disciplinary process. If the matter related to a board member it should be considered by the other members of the Board.

16. Fundraising

- 16.1. All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of the charity with oversight from the trustees. Grant applications which will result in a significant impact (positive or negative) on the organisation should have input from one or more Trustees.

17. Review

17.1. This policy will be reviewed annually, or before if necessary.

Appendix One - Authority Levels

Authority Level	
1	CEO
2	CEO & Chair
3	CEO, Chair & Governance Subcommittee
4	Full Board

Transaction Type	Level 1	Level 2	Level 3	Level 4
Capital Expenditure				
In Budget and Funded	£5,000	£20,000	£40,000	
Not in Budget but Funded	£1,000	£5,000	£10,000	
Not in Budget and not Funded	£1,000		£5,000	
<i>Note: Capital expenditure items refer to the aggregate of purchases within a defined piece of expenditure.</i>				
Revenue Expenditure				
In Budget and Funded	£2,000	£4,000	£6,000	
Not in Budget but Funded	£1,000	£2,000	£4,000	
Not in Budget and not Funded	£500	£1,000	£2,000	
Payments to HMRC	Unlimited			
<i>Note: amounts are per month</i>				
Tenders Applications, Framework Agreements				

Transaction Type	Level 1	Level 2	Level 3	Level 4
In Budget and/or Strategic Plan	£30,000	£75,000	£100,000	
Not in Budget or Strategic Plan	£5,000	£10,000	£20,000	
<i>Note: amounts are per annum</i>				
Funding Bids				
Unrestricted funds that do not have future resource implications	£100,000	£150,000	£200,000	
Restricted funds where the resource implications are part of Budget/Strategic Plan	£100,000	£150,000	£200,000	
Restricted funds where the resource implication are <u>not</u> in Budget/Strategic Plan	£5,000	£10,000	£20,000	
<i>Note: amounts are per annum</i>				
Bank Accounts - opening, closure and amendment			X	
Joint ventures, alliances, cooperation agreements				
Initial commitment of resources when in strategic plan and/or budget	X			
Initial commitment of resources when <u>not</u> in strategic plan and/or budget				X

Notes:

Each level is for the stated amount or less