



Caring and Sharing Rochdale

Financial Policy

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1. Introduction

1.1. Financial records will be kept so that Caring and Sharing Rochdale can:

- 1.1.1. meet its legal and other obligations, e.g., Charities Acts, HMRC, Customs & Excise, Companies Act, and Common Law.
- 1.1.2. enable the Board to have control of the organisation's finances.
- 1.1.3. enable the organisation to meet contractual obligations and the requirements of funding bodies.

1.2. The organisation will keep proper records of account, which will include:

- 1.2.1. income and expenditure analysis.
- 1.2.2. annual accounts for example Profit and Loss Summary
- 1.2.3. a petty cash book if cash purchases are being made.

1.3. The financial year for Caring and Sharing Rochdale will run from 1st April to 31st March

1.4. Accounts will be drawn up after each financial year within three months of the end of the year and presented at the next board meeting following completion.

1.5. Before the start of each financial year, the board will approve a budgeted income and expenditure account for the following year.

1.6. A paper comparing actual income and expenditure with the budget will be presented to the board on a quarterly basis (and will be overseen by the finance committee on a monthly basis.)

- 1.7. The board will appoint an appropriately qualified person to Independently Examine the accounts annually. Our chosen partner to provide an Independent Examiner is currentlyCangaf Accountants.....

2. Bank

- 2.1. Caring and Sharing Rochdale will bank withBarclays.....at itsonline.....branch where the accounts will be held in the name of Caring and Sharing.
- 2.2. The bank mandate (list of people who can sign cheques on the organisation's behalf) will always be approved and minuted by the board; as will all changes to it.
- 2.3. Caring and Sharing Rochdale will require the bank to provide statements every month and these will be reconciled every month. Furthermore the Finance Committee/Board will spot check that this reconciliation has been done at least twice a year, and a record of this check will be retained.
- 2.4. Caring and Sharing Rochdale will not use any other bank or financial institution or use any overdraft facilities unless authorised, approved and minuted by the board.

3. Receipts (income)

- 3.1. The aim is to demonstrate that Caring and Sharing Rochdale has received all the income to which it is entitled and that it is all reasonably evidenced.
- 3.2. All monies received will be recorded promptly and banked without delay (note this includes sundry receipts such as payments for telephone calls, photocopying, etc.)

The organisation will maintain files of documentation i.e. letters from funding bodies to back this up.

4. Payments (expenditure)

- 4.1. The Chief Officer.....Nicky Iginla..... 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.
- 4.3. Whenever possible, the same person should not be responsible for ordering, processing and checking invoices as well as raising cheque requisitions, signing cheques and payments.
- 4.4. Cheques greater than the value of £ 500.00 will require the approval of the finance sub-committee/Board. Signatories to cheques which are greater than £ 500.00 must be different to those requesting purchase of items.
- 4.5. The relevant payee's name will always be inscribed on the cheque before signature; the cheque stub will always be completed.
- 4.6. No cheques will be signed without original documentation.
- 4.7. Cheques will not be signed by the person to whom it is payable.
- 4.8. Money will only be spent to meet conditions and requirements of the funding bodies and in pursuance of the objectives of the constitution.

4.9. Neither the Chair and/or the Treasurer with (in either case) one other committee member shall approve expenditure of more than £500.00 or an overspend on a particular budget heading of more than 10 per cent unless this approval should be written down, signed by both people approving it, and reported to and minuted at the next finance sub-committee meeting and the next full board meeting.

5. Payment documentation

5.1. Every payment out of the Caring and Sharing Rochdale's bank accounts will be supported by an original invoice (never against a supplier's statement or final demand). That original will be filed and kept for seven years. The person who signs the cheque should ensure that the cheque requisition slip is fully completed. This includes the following:

- 5.1.1. cheque number
- 5.1.2. date cheque drawn
- 5.1.3. amount of cheque
- 5.1.4. 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, 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 payment. Every payment will have a cheque requisition slip showing who has authorised the payment and what it was for i.e. salary, temporary work, HMRC, etc. All employees will be paid within the PAYE, National Insurance rules. A reputable accountant will process Caring and Sharing Rochdale salaries.

5.4. All staff appointments will be authorised by the Board, minuting the dates and salary level. Similarly, all changes in hours and other payments such as overtime. etc., will be authorised by the Board.

5.5. Petty cash will always be maintained whereby the Treasurer is trusted with a float as agreed by the board. When that is more or less expended, a cheque will be drawn for sufficient bringing up the float to the agreed sum (currently agreed at £150.00), the cheque being supported by a complete set of expenditure receipts, totalling the amount spent. The expenditure will be analysed in the petty cash book.

5.6. Expenses/Allowances: Caring and Sharing Rochdale will, if asked, reimburse expenditure paid for personally by staff, in line with our expenses policy, providing:

5.6.1. fares are evidenced by tickets (where possible).

5.6.2. other expenditure is evidenced by original receipts.

5.6.3. car mileage is based on Caring and Sharing Rochdale agreed scales.

6. Cheque signatures and cash cards

6.1. Each cheque will be signed by at least two people.

6.2. Hole in the wall type cash cards will not be used and if issued by the bank will be immediately cut in half.

7. Other undertakings

7.1. Caring and Sharing Rochdale does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given, likely to exceed in total £500.00 must be authorised and minuted by the management committee.

(This covers such items as the new service contracts, office equipment purchase and hire).

- 7.2. All fund raising and grant applications undertaken on behalf of Caring and Sharing Rochdale will be done in the name of the organisation with prior approval of the board or in urgent situations the approval of the Chair, who will provide full details to the next management committee.

8. Confidentiality

- 8.1. The confidentiality of employees' financial circumstances will be respected at all times.
- 8.2. Committee members, volunteers and employees will at all times act in the best interest of the organisation and if they experience a conflict of interest they will not divulge sensitive information.

9. Other rules

- 9.1. The board will consider the level of reserves that is prudent for Caring and Sharing Rochdale to have at its first meeting after the end of the financial year. Consideration will be given to redundancy liabilities, lease agreements and any other significant factors that should be taken into account were Caring and Sharing Rochdale to close.

9.2. Caring and Sharing Rochdale 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 the asset(s). If it holds stocks of goods e.g. books etc., of significant value, it will maintain proper records.

9.3. These controls will be reviewed at the first Board meeting of each new financial year.

Signed,

A handwritten signature in black ink, appearing to be 'Om', written in a cursive style.

Omolara Kolajo,
Trustee, Caring and Sharing Rochdale
28/03/2025