



SPPA
Social Pedagogy
Professional Association

Financial Policy & Procedures 2017- 2018

Financial Policy and Procedures

Financial Policy

1. The Board of Trustees is responsible for:
 - Safeguarding the assets of the charity
 - Preventing fraud
 - Avoiding mistakes
 - Keeping financial records in accordance with the governing document and relevant legislation (e.g. Charities Acts, Companies Acts etc).
 - Preparing Annual Accounts in accordance with the governing document and relevant legislation
2. To enable the Board of Trustees to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by all Board of Directors members, staff and volunteers.
3. A copy of this policy and procedures will be given to all Board of Trustees members on their election/appointment to the Board, and to all relevant staff and volunteers.
4. The policy and procedures will be reviewed annually by the Board of Trustees and revised as necessary.

Financial Procedures

1. Organisational Information

- a) Our Financial Year runs from 1 April to 31 March each year.
- b) SPPA will appoint bankers which reflect the socially responsible attitude of the organisation.
- c) SPPA will appoint auditors/independent reviewers which reflect the socially responsible attitude of the organisation.

2. Bank Accounts

- a) All bank accounts must be in the name of the organisation.
- b) No account may ever be opened in the name of an individual or individuals.

- c) New accounts may only be opened by a decision of the Board of Trustees, which must be minuted.
- d) Changes to the bank mandate may only be made by a decision of the Board of Trustees, which must be minuted.
- e) Two people are always to be involved in counting cash receipts.
- f) All cheques must be signed by two signatories.
- g) The signatories are responsible for examining the cheque for accuracy and completeness.
- h) Signatories to bank transfers and/or cheques must not be related (eg family members, in a relationship etc) in order to avoid conflicts of interest.
- i) All Internet Bank Transfers must be authorised by two signatories.
- j) The Treasurer is responsible for ensuring accuracy and completeness prior to transmission.
- k) The signatories are responsible for examining the payment documentation (purchase invoice etc) prior to signing the cheque or authorising an Internet Transfer.
- l) Blank cheques must **never** be signed.

3. Signatories to the accounts:

i) Name:

Role/Job Title:

ii) Name:

Role/Job Title:

iii) Name:

Role/Job Title:

4. Annual Budget

- a) An annual budget, setting out the organisation’s financial plan for the year, will be prepared so that the Board of Trustees can approve it before the start of each financial year.
- b) The draft budget will be prepared by the following personnel:
 - Chair
 - Treasurer

5. Financial Reports

- a) A financial report will be prepared for every Board of Trustees meeting.

- b) The financial report will consist of:
 - Profit & Loss
 - Balance Sheet
- c) Each Financial Report will be circulated to all Board of Trustees members and discussed at the following committee meeting.
- d) The reports will be prepared by the Treasurer

6. Accounting and other financial records

The organisation maintains a computerised accounting system which records:

- Cheques and cash received and banked
- Cheque payments, Internet Banking Transfers and other amounts paid from the bank accounts

- a) Every transaction will be entered into the appropriate system and will include:
 - The date of the transaction
 - The name of the person money was received from or paid to and the full amount
 - A brief description of why the money was received or paid
 - An analysis of each amount under its relevant budget heading, where applicable
- b) All documents relating to receipts and payments will be filed in the month they are input into the system
- c) A regular backup copy will be taken, saved to a secure file/external server and a copy transferred electronically to the Project Coordinator.

7. Authorisation and Payment

- a) All purchase orders must be recorded in the Purchase Order book and allocated the next sequential Purchase Order Number.
- b) The Purchase Order Number must be given to the Supplier and quoted on their invoice.
- c) The Chairman (or Treasurer in their absence) must approve the purchase of any item over £100.
- d) No Board of Trustees or staff member may authorise payment to themselves, their partner or relatives.
- e) Invoices (or other receipts) should be matched and checked against the Purchase Order book before payment is authorised.
- f) All goods received must be signed for, if unchecked they must be checked for completeness before payment.
- g) Before cheque or Internet payment is made, it must be authorised in writing.
- h) When the cheque is signed, the two signatories should also sign the Cheque Requisition Form.

- i) For Internet Bank Transfer the two signatories must sign the Authorisation form.
- j) Once payment has been made the invoice (or other receipt) should be marked "Paid", together with the cheque number and date.
- k) All payments must be entered in the computerised accounting system only after being authorised.

8. Payroll

- a) All employees (including sessional and part time employees) must be asked to complete the relevant PAYE form/s before they receive any payment.
- b) All staff changes and changes to terms and conditions of employment must be authorised and minuted by the Board of Trustees.
- c) Payroll and all calculations will be made by the last day of each month.

9. Insurance

- a) Appropriate Insurance policies will be maintained to cover:
 - Employer's Liability
 - Public Liability
 - Contents (when appropriate)
 - Trustee Liability
- b) An inventory of all physical assets of the organisation will be kept and regularly updated.
- c) A copy will be kept off the premises at the address of the Treasurer.

10. Review

This policy will be reviewed at intervals of 2 years to ensure it remains up to date and compliant with the law. The first review date will be September 2018.

11. Declaration

I confirm I have read and understood SPPA's Data Protection Policy and will act in accordance with it.

I am connected with this organisation in my capacity as a

- Member of staff
- Volunteer
- Trustee/ management committee member

Signature:

Print name:

Date:

Please return this form to the Secretary.