



**Bootle Christ Church
Youth and Community Centre**

**Registered Charity 1147852
Formerly 519554
OFSTED No: EY347566
Registered Company
Limited Company by Guarantee No: 8096773**

Financial Policy



Bootle Christ Church Youth and Community Centre Policy and Procedure

Financial Regulations

1. Introduction

1.1 Financial records will be kept so that Christ Church Youth & Community Centre can:

- a. Meet its legal and other obligations, e.g., Charities Acts, Inland Revenue, Customs & Excise, Companies Act, and Common Law.
- b. Enable the Management Committee to have control of the organisation's finances.
- c. Enable the organisation to meet contractual obligations and the requirements of funding bodies.

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

- a. An accounting system, either manual i.e. cash book or computerised. If a computerised system is used the information contained therein should be the subject of an appropriate "Back up" arrangement on a monthly basis. The system chosen should be capable of analysing all the transactions in the organisation's bank account(s).
- b. A petty cash book if cash purchases are being made.
- c. Bootle Christ Church Youth & Community Centre payroll will be accounted for to the Inland Revenue by an authorised payroll contractor.

The financial year for Bootle Christ Church Youth & Community Centre will end on 31st March.

1.3 Accounts will be drawn up after each financial year within three months of the end of year and presented to the next annual general meeting (AGM). All returns to the Inland Revenue, the Charity Commissioner, Companies House and where appropriate, are to be completed by the Chair and verified by the Treasurer. These are to be included on the agenda of the next scheduled Management Committee for approval. In addition the trustees of the Association will prepare and agree an annual written report outlining the

activities of the organisation during the previous year and proposed activity for the forthcoming year. The report will also contain the names of the trustees, and information as to new trustees and resignations.

- 1.4 All financial records and copies of funding applications must be kept at the Charities Registered Office.
- 1.5 Before the start of each financial year, the Management Committee will approve a budgeted income and expenditure account for the following year.
- 1.6 The Treasurer will produce a financial statement at each Management Committee meeting.
- 1.7 Should the treasurer be unable to attend a Management Committee meeting, a written financial statement or suitable electronic print out should be submitted to the chair prior to the meeting so that it can be presented to Management Committee members.
- 1.8 The Treasurer will prepare jointly with the Chair an annual Financial Statement to be presented to the AGM.
- 1.9 All returns to the Inland Revenue, Charity Commission and Companies House where applicable are to be completed by the Chair and verified by the Treasurer. These are to be included on the Agenda of the next scheduled Management Committee meeting for approval.
- 1.10 The AGM will appoint a suitable and independent person to examine the Organisations accounts for presentation to the next AGM.
- 1.11 Funding applications must be approved by the Chairman and Treasurer on behalf of the Management Committee.
- 1.12 A separate file will be set up for each different funding stream.
- 1.13 All financial records and copies of funding applications must be kept at the Charity registered office.
- 1.14 The Management Committee at an ordinary Management Committee Meeting must agree any amendments or addenda to these procedures. A copy of any such amendments or addenda should be attached to these procedures and kept at the Charity's registered office.

2 Bank Accounts

- 2.1 Bootle Christ Church Youth and Community Centre will bank with CAF Bank Ltd and will bank cash through the HSBC Bank.

2.2 The bank mandate (List of people who can sign cheques on the organisations behalf) will always be approved and minuted by the Management Committee, as will all changes to it. There will be at least four Management Committee members, agreed by the Management Committee, identified as signatories to the accounts. The current signatories are Liz Sinker, Lewis Williams, Thomas Rich and Michael Ruddy. The Management Committee at an ordinary Management Committee meeting may agree additional signatories by a simple majority of members. Irrespective of the total number of signatories, two Management Committee members are required to sign every cheque.

2.3 Bootle Christ Church Youth and Community Centre will require the bank to provide statements every month and these will be reconciled with the cash reserve every month.

2.4 Bootle Christ Church Youth and Community Centre will not use any other bank or financial institution or use overdraft facilities or invest speculatively unless authorised, approved and minutes by the Management Committee.

3 Receipts (Income)

3.1 The aim is to demonstrate that Bootle Christ Church Youth and Community Centre has received all the income to which it is entitled and that it is Reasonably evidenced.

3.2. All monies received will be recorded promptly in the cash analysis book and banked without delay (Note this includes sundry receipts such as payments for telephone calls, photocopying, etc) the organisation will maintain files or documentation i.e.-. Letters from funding bodies to back this up.

4 Payments (Expenditure)

4.1 The chair of the Management Committee will be responsible for holding the cheque book (Unused and partly used cheque books) which should be kept under lock and key.

4.2 All payments for goods and services will be made by cheque on receipt of an appropriate invoice. Notice is taken in relation to the increasing practice employed by providers of goods not to accept cheques in relation to payments. As such whilst the preferred option of the Charity is to pay for goods by cheque, in cases were this is not the case B.A.C.S. payment will be used. Small petty cash payments will be made from the petty cash account. Payments may also be made by company business card.

4.3 Blank cheques will **never** be signed

4.4 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.

4.5 Cheques greater than the value of £5000 will ordinarily require the approval of the Management Committee. The chair is able to approve cheques greater than the sum of £5000 but less than £7500. Such approvals will be reported to the subsequent committee meeting.

4.6 The relevant payee's name will always be inscribed on the cheque before signature; the cheque stub will always be filled in.

4.7 No cheques will be signed without original documentation.

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 On a day-to-day basis the Centre Manager shall not approve expenditure of more than £1000.

5. Payment Documentation

5.1 Every payment out of the organisations bank accounts will be supported by an original invoice (Never against a suppliers statement or final demand) That original will be filed and kept for seven years. The person who signs the Cheque should ensure that a Bootle Christ Church Youth and Community

Centre

Cheque requisition slip is fully completed. This includes the following:-

- Cheque number
- Date cheque drawn
- Amounts 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, VAT, etc. Here a cheque requisition form will be used and a photocopy of the cheque kept.

5.3 Petty cash will always be maintained on the petty cash system where by the Finance Officer is trusted with a float as agreed by the Management Committee. Approval of petty cash expenditure is delegated to the Chairman/Finance Officer (Or their nominated deputy) usually up to £100. When that is more or less expended, a cheque will be drawn for sufficient to bring the float up to the agreed sum (Currently agreed at £100), the cheque being supported by a complete set of expenditure vouchers and when possible receipts, totalling the amount spent. The expenditure will be analysed in the petty cash book.. The Management Committee at an ordinary Management Committee meeting may vary the above amounts.

5.4 In view of the increasing practice among shop keepers not to accept cheque payments in cases where cheques are not accepted with the approval in advance of the Management Committee the petty cash account float may be increased to a sum of £300 to be used within the identified five day period.

This arrangement is intended to be used on an occasional basis only and not replace the preferred practice of using cheques.

5.5 Expenses/Allowances: Bootle Christ Church Youth and Community Centre will, if

asked, reimburse expenditure paid for personally by staff and volunteers providing:

- Fares are evidenced by tickets (Where possible)
- Other expenditure is evidenced by original receipts
- Car mileage is based on agreed Management Committee 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 Bootle Christ Church Youth and Community Centre 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 £10,000 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 the organisation will be done in the name of the organisation with prior approval of the Management Committee or in urgent situations the approval of the Chair, who will provide full details to the subsequent Management Committee

8. Confidentiality

8.1 The confidentiality of employees, volunteers and committee members 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 Management Committee will consider the level of reserves that is prudent for Bootle Christ Church Youth and Community Centre to have at its first

meeting after the AGM. Consideration will be given to redundancy liabilities,

lease agreements and any other significant factors that should be taken into account were the organisation to close.

9.2 Bootle Christ Church Youth and Community Centre will adhere to good practice in relation to its finances at all times, eg:- when relevant it will set up and maintain an equipment and assets register stating the date of purchase, cost, serial numbers and normal location of the asset (s). If it holds stocks of goods eg:- books etc, of significant value, it will maintain proper records.

9.3 The Management Committee at an ordinary Management Committee meeting must agree any amendments or addenda to these procedures. A copy of any such amendments or addenda should be attached to these procedures and kept at the Charity's registered office.

9.4 The Management Committee will review these controls as and when required.

10. Practical Arrangements

10.1 A date each week will be set for the signing of organisation cheques as described above.

10.2 A date each month will be set for the reconciliation of the petty cash account and the replenishing of the available petty cash.