

**EAST CUMBRIA FAMILY SUPPORT ASSOCIATION
FINANCIAL CONTROLS POLICY**

REGISTERED OFFICE

**THE OFFICE
MARDALE ROAD
PENRITH
CUMBRIA
CA11 9EH**

Tel: 01768 862917/593102 Fax: 01768 892937

Also

**EAST CUMBRIA FAMILY SUPPORT ASSOCIATION
CARLISLE WEST CHILDRENS CENTRE
WIGTON ROAD
CARLISLE
CA2 6JP**

Tel: 01228 227348

Chief Officer: Mrs Pam Hutton

Registered in England Number 4151545

Registered Charity Number 1085861

FINANCIAL REGULATIONS AND PROCEDURES

INTRODUCTION

These financial regulations are a means by which East Cumbria Family Support Association can meet its legal and other obligations in connection with the Charities Act 2011, Inland Revenue and Companies Act, 2006.

This will enable Directors and staff to be aware of the financial regulations and ensure that East Cumbria Family Support Association meets its obligations and requirements as a Company Limited by Guarantee and Registered Charity, and the conditions of our funding agencies.

The company must state its name, place of registration, company registration number and charity number on all business letters, official publications and invoices.

These Financial Regulations and procedures set out a framework for the proper financial administration of East Cumbria Family Support Association.

The Financial Regulations and procedures need to be read and understood by any member of staff who may be incurring expenditure on behalf of East Cumbria Family Support Association.

Ultimate responsibility for ensuring the proper financial administration of East Cumbria Family Support Association rests with the Chief Officer, on behalf of the Directors.

No member of staff shall commit expenditure without proper prior authorisation by the Chief Officer or in the event of absence the Association Treasurer.

RESPONSIBILITIES

- The Board of ECFSA shall provide strategic direction to the Chief Officer on the administration of ECFSA financial affairs, to protect the assets of ECFSA and ensure that it operates within its financial means.
- The Treasurer shall be responsible for advising ECFSA Directors on the impact of changes in financial legislation, regulations and taxation relevant to the affairs of ECFSA.
- The Chief Officer shall be responsible for the proper administration of East Cumbria Family Support Associations financial affairs.
- The Chief Officer shall be responsible to ECFSA for proposing regulations to ensure the proper administration of the finances of ECFSA.

- The Chief Officer shall ensure that at all times proper and adequate financial systems exist which deliver the information necessary for effective financial management.
- The Chief Officer shall be responsible for the provision of financial advice and information to the Board of ECFSA to ensure they can fulfil their responsibilities, including an explanation of the financial implications of any decisions.
- The Chief Officer shall ensure that the Board of ECFSA is kept informed of ECFSA overall finances through regular reporting and information.

MONITORING AND CONTROL

It is the responsibility of the Chief Officer together with the Office Manager to monitor and control the overall income and expenditure (including commitments) against the budget of ECFSA.

BUDGET PREPARATION

Each year the Chief Officer together with the Office Manager will prepare budgets in conjunction with The Treasurer for the approval of the Directors.

FINANCIAL YEAR

The financial year for ECFSA will be from 1 April – 31 March each year. Independently examined accounts will be prepared each year, taking into account the requirement of the Companies Act 2006, and presented to the AGM for approval. An independent examiner will be appointed annually at the AGM.

ACCOUNTS

All project accounts are kept on the SAGE business package. Each project is set up separately to ensure correct accountability can be maintained. All payments and income will be accounted for by way of receipts correctly stamped, coded, dated and authorised by the Chief Officer or designated officer. Each project manager will ensure financial documentation is forwarded to the Officer Manager promptly.

BANKING

ECFSA Currently operates a Business Current Account with a local bank. Electronic banking is used with this bank for the day today financial business. The Office Manager and Treasurer are authorised to make transactions. The Office Manager, Treasurer and Chief Officer are authorised to sign cheques on

behalf of ECFSA. All cheques require two signatures. The Bank provides statements each month and these are reconciled with Sage. Surplus funds are kept in separate deposit accounts. Movement of money from these accounts is agreed at Board Management meetings with advice and guidance from the Treasurer and recorded in the minutes.

INCOME

All income will be recorded on the financial management system (SAGE) in the appropriate project code. All receipts or offers of funding will be filed appropriately.

INVOICING

All invoices for contracted services will be issued according to contract specifications. The Office Manager can set up direct debits, standing orders and direct credits, authorised by the Treasurer.

EXPENDITURE

All expenditure will be properly accounted for.

Staff members must get authorisation from the Chief Officer for any expenditure. All invoices will be stamped, dated, coded and authorised by either the Chief Officer or a designated employee. Advice notes will be retained until receipt of invoice.

Blank cheques will **NEVER** be signed.

No cheques should be signed without original documentation attached.

The only exceptions to payments not being supported with original documents would be for such items as advance booking fees, items bought on credit, if original documents not available, fax copies or e-mails will be accepted.

PETTY CASH

The current petty cash float is £100 in each office; the Petty Cash Book will be balanced quarterly. When the float is expended a cheque will be issued for sufficient funds to bring the float up to the agreed sum. Receipts must be provided for all petty cash purchases. The Petty Cash balances will be transferred to the computer system quarterly.

FINANCIAL REPORTS

Financial reports are prepared on a regular basis in preparation for every Board meeting.

PUBLIC COLLECTIONS AND FUND RAISING EVENTS

All public collections will be taken within the legal requirements. Collection boxes will be numbered and their allocation and return recorded. All boxes will be sealed, regularly opened, counted and a record kept of their location and history of takings.

Where applicable all collections will be counted in the presence of the collector and a receipt given to them. Two unrelated people will be involved in counting and recording the income. The cash will be banked as soon as possible without deduction of expenses.

Records will be maintained for each fund raising event.

For ticket incomes, tickets will be pre-numbered, a record kept of all persons issued with tickets to sell and which numbers they have been allocated.

Records will be kept of which tickets have been sold and reconciliations made of money received against tickets sold

PROPERTY AND FIXED ASSETS

A register of property and fixed assets will be kept stating date of purchase, cost and serial number if applicable.