



# **CREW Heart Support Group (HSG)**

## **Financial Policy and Procedures**

(CREW Heart Support Group (HSG))  
(October 2023)



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#### Definitions:

The Charity: CREW Heart Support Group, registered CIO no: 2261963

Board: The Board is the Board of the Charity.

Financial Year: The Charity's financial year is 1 March to 28 February.

Treasurer: The Treasurer is the member of the Board who has the day-to-day responsibility for the administration of the Charity's financial transactions.

Authorised Person: Authorised persons are those persons authorised by the Board to approve financial instruments (purchase orders, invoices, BACS transfers etc) on its behalf.

*NB CREW promotes local exercise classes which are run by fully qualified, self-employed British Association for Cardiac Rehabilitation (BACR) or Cardiac Phase 4 rehab instructors. These sessions are completely independent of CREW and the instructors have their own policies and procedures.*

#### A The Accounting and Audit Procedure

Purpose:

Financial records will be kept so that the Board can:

- Meet their legal obligations, eg Charities Act, Companies Act
- Monitor and plan the finances of the organisation
- Meet the contractual obligations and requirements of funders

Procedure:

- a. The Board should ensure that the organisation keeps proper books of account, which will include:
  - Computerised accounts, analysing all the transactions from and to the organisation's bank account, and showing transactions on restricted funds if appropriate
  - An asset register
  - Petty cash records
  - HM Revenue and Customs records
- b. The Treasurer will ensure that all financial records, supporting documentation and reconciliations are accurately maintained, up to date and easily retrievable for analysis and examination purposes.
- c. Before the start of each financial year the Board will discuss and approve a properly costed budget for the following year.
- d. A report comparing actual income and expenditure with the budget will be presented to the Board regularly and as a minimum every 3 months.
- e. The Board will appoint an appropriately qualified auditor/independent examiner to audit/independently examine the accounts at the AGM, or at other times when circumstances require.
- f. Accounts will be drawn up after each financial year within 6 months of the end of the year and will be presented for approval at a meeting of the Board.



- g. The Treasurer will meet with the Auditor/Examiner to ensure that audit/examination queries are resolved and that accounts are completed and signed within six months of the year end.
- h. The Treasurer will ensure that the audited/examined accounts are filed with the Charity Commission within 10 months of the year-end.

### **B Banking Procedure**

- a. The organisation will bank with Lloyds at its Halifax Branch, where the account will be in the name of CREW Heart Support Group. A CREW HSG account will be held.
- b. No other accounts will be held at any other bank or financial institution unless approved and minuted by the Board.
- c. The Board will require the bank to provide regular statements which will be reconciled with the computerised system at least every month.
- d. The Treasurer will spot-check that this reconciliation has been done at least twice a year and sign a computerised printout accordingly.

### **C Income Procedure**

Purpose:

- To safeguard, monitor and control income including grants, donations & contribution in the form of BACS, cheques & cash.
- To outline the structure of authorisation for dealing with income, credit-control and cash management.

Procedure:

- a. Care should be taken to ensure that once funds are received into the control of the organisation, their continued security is maintained.
- b. All cheques received should be banked as soon as possible, at least fortnightly. Cash received will be entered in the receipt book and entered into the petty cash system immediately.
- c. Cash or cheques should be placed in a safe or locked cash box if they cannot be banked on the day of receipt.
- d. All persons carrying cash to or from the bank are instructed to put their personal safety first in the event of any attempt to steal the money.
- e. In the event of losses of cash in transit, the Treasurer must be informed immediately and take the appropriate action.
- f. A duplicated receipt should be given for any cash income.
- g. All documentation (e.g. the terms and conditions of a grant, electronic payment records) relating to income should be kept and filed.

### **D Expenditure Procedure**

Purpose:

To ensure that all expenditure is properly authorised and provide a standardised procedure for dealing with expenditure items.

#### **1. Payments by BACS**

- a. Money will only be spent to meet the conditions and requirements of the funders within the objectives of the constitution.
- b. An appointed person approved by the Board will be responsible for holding the debit card which should be kept securely.
- c. Payments will only be made against an original invoice or other documentary evidence that has been filled in correctly (e.g. expense claim form, Secretary's payment).
- d. All invoices should be approved by a nominated Trustee for expenditure before processing.



- e. All BACS expenditure should be recorded in the computerised system and cross-referenced to the invoice supplier.
- f. Once a BACS payments uploaded, they should be presented for signing, using the original paperwork relating to the payment. If this is carried out remotely then scans of the original documents must be sent prior to authorisation.
- g. All signatories are responsible for ensuring that payments match the details on the invoice (i.e. bank details if by BACS)
- h. All signatories must complete the Signatory Form supplied by Lloyds Bank. This form will be refreshed as soon as possible after a current signatory leaves the employment of CREW Heart Support Group or terminates a Trustee position.
- i. **Signatories** will be drawn from the following list only:
  - Group A: Any nominated Trustee (Recorded and approved in the minutes)
  - Group B: Treasurer
  - Group C: Chairperson
- j. All signatories must be willing to undertake this duty. Every individual covered by this list has the right to refuse to be a signatory if they so wish.
- k. Online payments must be submitted by one signatory and authorised by a second, different signatory using paperwork as mentioned in f. above.
- l. Any signatory can submit payments.
- m. Appropriately Board appointed persons are only authorised to view and submit payments (they cannot authorise any payments).
- n. Authorisation is anyone from Group A.

## **2. Payments by debit card**

- a. The debit card will be in the hands of the Treasurer.
- b. The debit card will be kept securely and will be used for incidental costs only.

## **3. Online purchases using debit card**

- a. The Charity's bankers do not provide a debit card to allow purchases to be online with direct charging to the Charity's bank account. This means that the Charity can only take advantage of competitive online pricing where budget holders are willing and able to make such purchases using their own personal credit/debit card and reclaim the expenditure from the Charity. The Charity accepts that, provided that due care is taken to ensure probity, that this is a reasonable and beneficial way of proceeding.
- b. All such online purchases must have the prior approval of a Trustee /signatory who is not otherwise involved in the purchase.
- c. Online purchases of items for the Charity must NOT include within the same order any item for the personal use of the person placing the order.
- d. Whenever possible, the delivery address for such online purchases should be the Charity's rather than the purchaser's billing address (usually their home address).
- e. The procedures for handling delivery notes, credit notes and invoices for purchases charged to a personal credit/debit account shall be the same as those for purchases made directly by the Charity.
- f. The reimbursement of individuals for purchases made on behalf of the Charity will always be by BACS authorised by a signatory who is not otherwise involved in the purchase.

## **4. Payments by cash**

- a. All cash payments should be from a cash float which is replenished from the bank account and not by the retention of incoming money. The cash float will never exceed £150.
- b. An appointed person will be responsible for holding petty cash tin keys and for paying petty cash against a properly authorised petty cash vouchers with receipts attached.



- c. All payment and topping up of petty cash will be recorded in the petty cash records and on the computerised system.
- d. The cash float will be counted on the last day of the financial year and reconciled to the petty cash records by the Treasurer.
- e. The maximum amount of petty cash that can be claimed in one transaction/week is £10. Other claims over this value will be processed by BACS regardless of the expenditure made.
- k. All requests for payments from petty cash must be accompanied by receipts or other appropriate forms (e.g. mileage). If receipts etc. do not match the sum claimed, payment will only be made to amounts evidenced. This includes returning receipts etc. when a cash advance has been approved and given.

#### **5. Expenses**

- a. Records will be kept securely and separately from personnel records.
- b. All members of staff will be employed under a proper contract of employment and compliance with PAYE/NIC regulations ensured.
- c. Expenses should not be rounded up. Actual expenses must be authorised and will then be reimbursed, Board and volunteers, providing: -
  - Fares are evidenced by tickets
  - Other expenditure is evidenced by original receipts
  - Car mileage is based on a scale approved and minuted by the Board.
- d. Expenses over the value of £10 will be reimbursed by BACS.

#### **E Controls over Fixed Assets**

- a. A list or register of fixed assets ie land, buildings and equipment should be held and updated regularly including all assets donated for use by the organisation. Information held on each asset will include cost, age of asset, name and address of supplier, serial numbers, and details of guarantees as appropriate.
- b. Assets should be checked regularly and adequate insurance cover taken out.

#### **Updates and revisions**

CREW's policy, procedures and guidelines will be reviewed on a regular basis. They are subject to change at any time, based on updated legislation and feedback regarding best practice.

Policy approved by: The Board of Trustees

Date policy approved: 18 October 2023

Next review date: 17 October 2024