

# **Arthur Hill – Save Our Swimming CIC**

## **Interim financial procedures**

### **1. Financial decisions**

The following authority must be received before any expenditure is committed to:

- a) Expenditure of up to £50: may take place on the verbal authority of the Treasurer alone.
- b) Expenditure of £50 to £250: may take place on the verbal authority of the Treasurer and one other Board member.
- c) Expenditure of £250 - £1000: may take place on the authority of a working group meeting or ad hoc meeting with no less than three Board members present, including the Treasurer, and is to be recorded in the notes of the meeting.
- d) Expenditure of between £1000 - £10,000: may take place on the authority of a quorate Board meeting, and is to be recorded in the minutes of the meeting.
- e) Expenditure of above £10,000: on the authority of a quorate members meeting, and is to be recorded in the minutes of the meeting.

### **2. Procurement arrangements**

- a) Expenditure of up to £500 may be incurred from a single supplier with a quote where necessary.
- b) Expenditure of between £500 and £5,000 may be incurred only after three quotes have been obtained and assessed on the basis of cost and quality.
- c) Expenditure of over £5,000 will require a tender procedure.

### **3. Out of pocket expenditure and remuneration**

- a) Out of pocket expenditure incurred on legitimate company business by Directors, staff, and volunteers will be reimbursed. An expenses claim form must be completed and receipts must be provided.
- b) Claims should be made promptly.
- c) Reimbursement will not be made for food and drink for personal consumption.
- d) Directors will not receive remuneration for their work on behalf of the company.

### **4. Bank signatories**

- a) For withdrawal or payment of any sum up to and including £5000: two signatures required.
- b) For withdrawal or payment of any sum above £5000: three signatures required.

### **5. Money received**

- a) A numbered, dated, and signed receipt is to be provided for all money and payments received and a duplicate copy kept in an 'Income' folder. If the money is received by an electronic transaction, a copy of the transaction record is to be printed out, numbered, and kept in an 'Income' folder.

- b) Payments will be recorded on an income spreadsheet with their reference numbers within one month of receipt.
- c) Cash payments will be counted and a cash payment record slip for the payment is to be signed and numbered. Two people should count payments of over £100 and the record slip should be signed by two people. Cash payment record slips are to be kept in an 'Income' folder with the corresponding receipt.
- d) Cash should be kept in a suitably secure location, which would normally be under lock and key, and paid into a bank within a fortnight of receipt.
- e) Cheques should be kept in a secure location and paid into a bank within one month of receipt.

## **6. Money spent**

- a) Payments must only be made if authorised in accordance with the financial decision making protocol above in section 1 above.
- b) An order letter, note recording the order, or order form will be kept in an 'Expenditure' folder.
- c) An invoice or record of payment requested will be kept for each transaction and kept in an 'Expenditure' folder with the corresponding order. Invoices will be checked to ensure that payment details are correct and the service has been adequately provided. If this is not the case the Treasurer should be informed.
- d) Invoices will be paid no later than one month after receipt, or by the requested payment deadline, whichever is earlier.
- e) When an invoice or record of transaction is paid or payment made the word 'Paid' will be written on the invoice together with:
  - The date paid.
  - A reference number.
  - The signature of the person who paid it.
  - Information on how it was paid (cheque number, date of bank transfer, etc).
  - The payment will be recorded on an expenditure spreadsheet within one month of receipt.

## **7. Cash withdrawals**

- a) Cash withdrawals may be made using a cashpoint or in person at a bank branch. The record of transaction will be given a reference number and signed by the person making the withdrawal and kept in a 'Cash withdrawals' folder.

## **8. Cash float**

- a) A cash float of up to £300 may be kept in a suitably secure location, which would normally be under lock and key.

## **9. Bank reconciliation**

- a) A reconciliation of the bank account statement against payments made and received will be conducted every month. Any discrepancies should be reported to the Treasurer.

## **10. Cash audit**

- a) An audit of cash float holdings will be conducted every year as part of the annual accounting process.

## **11. Financial planning and reporting**

- a) An annual budget will be prepared at the beginning of each year.
- b) A quarterly report showing performance against budget will be prepared each quarter for the Board.
- c) An annual report and account will be prepared and presented to members at the Annual General Meeting.
- d) Annual accounts will be examined by an independent examiner and a record of the examination will be presented with the accounts.
- e) A summary of the annual accounts will be filed in the required format with Companies House by the Company Secretary.

### **Attachments:**

Expenses claim form

Receipt form

Cash payment record slip

Adopted: 15 February 2017

Review date: January 2018

# **Arthur Hill – Save Our Swimming CIC**

## **Expenses Claim form**

Number:

Name:

Expense: (please give reason and details including date):

Amount claimed:

I declare that the sum above has been occurred by me as a legitimate expense during business on behalf of Arthur Hill – Save Our Swimming CIC.

Signed:

Date claimed:

Receipts must be provided for all expenditure claimed

**Arthur Hill – Save Our Swimming CIC**

**Receipt**

Date:

Number:

Received with thanks from:

The sum of:

Received for

Received by:

Sign and print name

One copy to be given to the payee and one copy to be kept for the Expenditure file.

## Arthur Hill – Save Our Swimming

### Cash payment record slip

Date:

Number:

[to be the same as any accompanying receipt number]

|              |  |
|--------------|--|
| £50          |  |
| £20          |  |
| £10          |  |
| £5           |  |
| £2           |  |
| £1           |  |
| 50p          |  |
| 20p          |  |
| 10p          |  |
| 5p           |  |
| 2p           |  |
| 1p           |  |
| <b>Total</b> |  |

Signed:

Two signatures required for sums over £100.