

Corbridge community Partnership Financial Management Procedures

Policy Statement

It is the policy of Corbridge Community Partnership (CCP) to be financially responsible and accountable. Being financially responsible means that the CCP will not take on any responsibilities that it does not have the resources to meet. It means that the organization will endeavour to pay its bills on time and keep accurate records of all monies that come into and go out of the organization. Financial responsibility also means that the organization will endeavour to collect all monies owed to it as promptly as possible. Accountability means that the CCP will endeavour to provide accurate and up to date financial reports to its stakeholders. The Trustees have a responsibility to ensure that the organisation's finances are managed to the maximum advantage in the interest of the organization.

Policy Purpose

The purpose of this policy is to set out how the finances of the CCP are managed. Following this policy will help to ensure that the CCP is financially responsible, accountable and prudent.

Scope

The policy covers all financial transactions carried out by, for and on behalf of the CCP by all/ any authorized persons.

Responsibilities

Trustees:

The Trustees have ultimate responsibility for ensuring the effective implementation of this policy. The Treasurer has the direct ultimate responsibility for ensuring the effective implementation of the policy and the effectiveness of the CCP's financial management system.

The Trustees are responsible for approving all financial transactions except where authority has been granted to the Chairperson or Project Manager in accordance with the Expenditure Authorisation Procedure. The Treasurer has the direct responsibility for overseeing all financial transactions, including where authority has been granted to the Chairperson/ Project Manager by the Trustees.

The Trustees are responsible for appointing an independent examiner as appropriate.

The Trustees have ultimate responsibility for reviewing the policy and are directly responsible for agreeing any amendments to the policy. The Treasurer has direct ultimate responsibility for ensuring that this policy is reviewed, and any amendments are properly implemented.

The Chairperson

The Chairperson has responsibility for ensuring the effective implementation of this policy and the effectiveness of the financial management system for the CCP. Where the Chairperson has delegated responsibility to a Project Manager, the same responsibilities lie with the Project Manager.

The Chairperson or delegated Project Manager is responsible for ensuring that all transactions are properly documented including where, the Trustees have given them authority.

The Chairperson or delegated Project Manager is responsible for ensuring that a proper budget is prepared for the project in question for approval by the Trustees. He/She is responsible for ensuring that any variations necessary to an approved budget are properly evidenced before being submitted to the Trustees for re-approval.

The Chairperson is responsible for overseeing the effective day-to-day management of all the finances.

The Chairperson is responsible for ensuring that this policy is reviewed on a regular basis to continue to meet the needs of the CCP. He/she is responsible for supervising the review of this policy and presenting it to the Trustees for consideration and approval.

The Treasurer

The Treasurer is responsible for the effective day-to-day implementation of this policy. He/she is responsible for developing and implementing an effective financial management system for the CCP according to this policy.

The Treasurer is responsible, in conjunction with the Chairperson, for preparing an appropriate budget for submission to the Trustees for consideration and approval.

The Treasurer is responsible for devising and maintaining all relevant financial records for the effective management of the finances of the CCP.

The Treasurer is responsible, in conjunction with the Chairperson, for ensuring all bills and any other monies owed by the CCP are paid on time without incurring any surcharge, fines or penalties.

The Treasurer is responsible for preparing all instruments necessary for the payment of bills and other monies owed by the organization including wages/ expenses. He/she is responsible for submitting such instruments to the appropriate person for certification.

The Treasurer is responsible, in conjunction with the Chairperson, for ensuring all monies owed to the CCP, including grant funding are collected promptly. He/she is responsible for recording and banking all monies collected except cash receipts.

The Treasurer is responsible, in conjunction with the Chairperson, for producing and presenting management reports to the Trustees.

The Treasurer, in conjunction with the Chairman, for preparing the annual accounts of the CCP. He/she is responsible for submitting the accounts to the independent examiner & to the Charities Commission.

The Administrator

The Administrator may be responsible for collecting and receipting all cash coming into the CCP under the supervision of the Treasurer

He/she may be responsible for administering the petty cash account under the supervision of the Treasurer.

Procedure

A Accounting

- The annual accounts must be prepared in accordance with all legal requirements.
- The draft accounts must be prepared within 3 months of the year end and the review by the Trustees must be done in a timely fashion to ensure that the accounts and returns are submitted to the Charity Commission ahead of any filing deadlines.
- The CCP must retain all accounting records for as long as is required by relevant legislation.
- An annual review by an appropriate professional, of the annual accounts and records of the CCP, must be arranged to ensure transparency, accountability, and prudence.

B Authorisation and Certification

The Chairperson has delegated authority to certify, in conjunction with the Treasurer, the following expenditures on behalf of the Trustees and in accordance with the Expenditure Authorisation Procedure of the CCP.

- Orders for work, goods and services for staff/ volunteers.
- Payment of expenses from petty cash

All other expenditures including the payment of wages and expenses not payable from petty cash must be authorized by the Chairperson or Project Manager.

C Claims for Expenses and allowances

Claims must only be allowed for expenses incurred for work done wholly and exclusively on behalf of the CCP.

Certification by or on behalf of the Chairperson must be taken to mean that such expenses were necessary and the claims have been authorized as satisfactory and that the expenses were properly incurred and payable by the CCP.

D Petty Cash Account

The Chairperson has delegated authority to the Treasurer/ Administrator for an amount not exceeding £250 for the purpose of operating a Petty Cash account. The amount in the petty cash is to be decided by the Chairperson and approved by the Trustees.

All payments must be adequately evidenced, correctly calculated and properly supported by a third-party receipt.

Claims for petty cash must be submitted within 2 months of the expense being incurred.

E Security

No cash (except for petty cash) must be held at the Organisation's premise.

Name: JOSEPH MAURICE HODGSON Position: Chairperson

Signature: J.M. Hodgson Date: 5/4/24

Name: JENNIFER HORTON Position: Treasurer:

Signature: J Horton Date: 5/4/24