

	<p><b>The CLASP Network Financial Controls Policy Version: 1 Date: 26/11/2014 Review Date: Annually at AGM</b></p>
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## 1. Organisation

The Executive Committee of The CLASP Network is ultimately responsible for managing the funds of the network. This document sets out the financial procedures to be adopted and monitored on a regular basis.

The committee has established a Finance function with responsibility for the day to day management of the funds to the chair person. The terms of reference of the delegation are as follows:

- i) To manage the day to day financial transactions of the network and to ensure that proper accounting procedures are maintained.
- ii) To manage the ordering of equipment, materials and services required by the network and to ensure that appropriate records are maintained.
- iii) To ensure that goods and services are checked and that the correct payment procedures are followed.
- iv) To meet with the Executive Committee when required and to provide them with information to enable them to carry out their duties as outlined above.

## 2. Internal Financial Control

The main duties of finance and treasury are listed below:

- Checking deliveries against order and delivery note
- Checking invoices
- Final check of invoice and approval for payment by committee
- Filing invoices
- Raising sales invoices for work done
- Monitoring and controlling money owed to the Network
- Monitoring and controlling grant funds and associated spend
- Keeping computer or manual accounting records
- Monthly monitoring and bank reconciliation

### *Invoices*

All invoices received by the Network from suppliers will be agreed to the order raised for goods and services.

### *Cheque payments*

There will be three cheque signatories set up at all times, the Chairman, Treasurer and at least one other member of the Executive Committee. All cheques of £500 and above must be signed by the Chairman and another authorised signatory. Cheques below the value of £500 may be signed by any two signatories. Where changes in the Committee take place the bank mandate will be updated within 2 months of the reappointment. An outgoing member of the committee is no longer allowed to sign on behalf of the network.

Reimbursements to the Executive committee members for the purchase of small expense items can be made by cheques signed by the Treasurer to the value of £50 and countersigned by another authorised signatory. Cheques over £50 to be ratified by the Chairman. Reimbursement to the Chairman to be approved by the Treasurer and another committee member.

### *Online payment*

All online payments for less than £500 can be paid by the Treasurer where the invoice has been approved. For amounts over £500 these should be set up by the Treasurer and then approved by another authorised online user. This approval can either be by email/letter or by the other user logging in and confirming. A print out of the confirmation should be taken and placed with the invoice.

Where changes in the Committee take place the online access will be passed over to the new members and passwords changed within 2 months of reappointment.

### *Accounting records*

The accounting records will be kept by the Treasurer and will be made available to the Chairman if requested. Any alterations to accounting records will be documented by the Chairman and a full audit trail will be left.

### *Reporting*

Finance matters should be raised at the Executive Committee at each meeting and include a report on:

- Account balance
- Money owed to the Network
- Suppliers owed by the Network

## **3. Income**

All income to the Network is paid into the bank account so that proper accounting procedures can be used.

Where official receipts are required they will be issued by the Treasurer. All income will be recorded and reconciled monthly.

Outstanding debts will be reported to the Executive committee at the next available meeting. The Committee will then decide on the action to be taken and will authorise them to be written off where appropriate.

#### **4. Banking Arrangements**

The Treasurer will be responsible for all banking of monies and withdrawals when required. The bank statement will be reconciled with the network's accounts on a monthly basis by the Treasurer

The Network is not authorised to lend any money for any purpose, and personal cheques cannot be cashed using Network funds.

#### **5. Petty Cash**

The Network runs a petty cash account for day to day small transactions. The Treasurer is responsible for maintaining records of this account.