



Friends and Places Together Financial Procedures

1.0 Introduction

These guidelines have been drawn up in line with Charity Commission recommendations.

The Trustees are responsible for ensuring that the Charity's resources are protected in order that the Charity can fulfil its aims.

It is important that all those working for the Charity whether trustees, staff or volunteers fully understand its financial procedures and take the issue of internal financial controls seriously.

The following controls should help ensure a basic level of protection for the Charity's funds.

2.0 Financial Controls

2.0.1 This covers

1. Handling Money
2. Budgeting for Activities
3. Use of Cash in transactions
4. Fundraising and Sponsored Events
5. Petty Cash
6. Staffing expenses
7. Invoices
8. Banking and Custody procedures

2.1 Handling Money

2.1.1 At least two people are involved in handling and recording all monies received.

2.1.2 All Collection boxes are individually numbered and their issue and return is recorded.

2.1.3 All Collection boxes are sealed before use so that it is apparent if they have been opened before they are returned

2.1.4 All collection boxes are regularly opened and the contents counted.

2.1.5 General public collections are counted in the presence of the collectors and a numbered receipt given to them.

2.1.6 All cash collected is banked by the Charity without delay and without the deduction of any expenses.

Friends and Places Together / Break With Mates

20 Crowstone Road, Westcliff-on-Sea, SS0 8BA

Website: www.friendsandplaces.org.uk www.breakwithmates.org.uk

Facebook Page: Break with Mates

Registered charity number 1159584

Company number 08554307



2.2 Budgeting for Activities

- 2.2.1 It is vitally important that sufficient resources are available to pay for activities. Therefore a budget for each activity must be produced and agreed beforehand.
- 2.2.2. The Lead of each activity will further be required to complete a profit and loss spreadsheet for each individual event. This will clearly show who has paid and who still needs to be invoiced.
- 2.2.3 Most payments can be invoiced (eg Megazone, use of the youth club, day trips invoices paid before the activity).
- 2.2.4 It is important that costs for activities are worked out in advance and it is clear what is covered by the service and what additional funds are required.
- 2.2.5 The Break with Mates Activity Brochure is clear what is covered and anyone under 18 years old will be required to contact us to be given a clear breakdown as only the activity costs is required.

2.3 Use of Cash in transactions

- 2.3.1 In order that families can claim back funds (including transport costs – currently at 40p / mile), they will require receipts. This is because more activities are paid via individuals direct payments.
- 2.3.2 If individuals are paying or pass cash to us, they must automatically be given a receipt for these funds.
- 2.3.3 Receipts need to be stamped 'Friends and Places Together' and include the Charity Commission number and Company number.
- 2.3.4 A record must be maintained showing who has paid and who needs to claim funds back via their direct payment.

2.4 Fundraising and sponsored events

- 2.4.1 Records are maintained for each fundraising event, in sufficient detail to identify gross receipts or takings and costs incurred for all events for which there is ticket income or gate money.
- 2.4.2 Tickets all are pre-numbered
- 2.4.3 A record is kept of all persons who have been issued with tickets to sell, and the ticket numbers that have been allocated to each person.
- 2.4.4 A record is kept of which tickets have been sold.
- 2.4.5 All money from tickets and any unsold tickets are collected
- 2.4.6 A reconciliation is made of receipts against tickets sold

2.5 Petty Cash

- 2.5.1 The Chief Officer, Break with Mates Coordinator and Friends and Places Coordinator are responsible for handling petty cash.
- 2.5.2 Each designated person will sign off an amount of funds to cover costs for volunteer's expenses for Friends and Places.

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- 2.5.3 Breaks with Mates will be required to plan in advance of any activity how much cash is needed in order to ensure that enough cash is available to cover activities in the community.
- 2.5.4 Any funds not agreed will not be able to be claimed for or paid back.
- 2.5.5 All staff will need to complete spreadsheets for expenses. This must be signed off by their line manager taking into account what has been agreed by families when supporting them in the community.
- 2.5.6 Cash should be paid out of a petty cash float specifically kept for such payments, and not from incoming cash or by way of direct withdrawal from the bank account
- 2.5.7 Details of payments should be entered in a petty cash book
- 2.5.8 Supporting documentation for the cash payment should be authorised by someone other than the person who maintains the petty cash or the person making the payment
- 2.5.9 The balance of petty cash in hand, and the records, should be kept securely
- 2.5.10 Regular spot checks of the petty cash float should be made by an authorised person independent of the person who maintains the petty cash
- 2.5.11 The Chief Officer, Break with Mates Co-Ordinator and Friends and Places Co-Ordinator can co-sign any petty cash floats and check each other's funds to have a clear and accountable record.

2.6 Staffing expenses

- 2.6.1 All Staff must read and understand 'Staffing Expenses' within the Staff/Volunteers handbook.
- 2.6.2 Staff and Volunteers can claim for use of their own car if picking up clients and taking them out in the community (paid on a mileage basis).
- 2.6.3 It is expected that families will pay staff a fee directly. If not, then the Chief Officer will agree with the family a fair amount and invoice them back for the expenses. If the Chief Officer asks staff to help a family member or client out then funds are covered by a mileage record.
- 2.6.4 Bus fares are covered to and from the client's house. If individuals are using buses then as part of supporting them to be independent the bus fare can be claimed back.
- 2.6.5 If clients want support to attend an activity in the community then as a carer the fees should be waived. If not then the Chief Officer will agree an amount with the family.
- 2.6.6 Some families have a clear idea of what can be covered and some clients have limited resources, so it is important that the cost of the activity is agreed with the parent.

2.7 Invoices

- 2.7.1 All invoices must be sent to the Accountant for payment.
- 2.7.2 All invoices must clearly state the nature of the expense so that it can be easily identified in future.

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2.8 Banking and Custody procedures

- 2.8.1 All Cheques and cash received must be kept securely, banked promptly and recorded in the accounting records.
- 2.8.2 Cheque and cash receipts should be promptly recorded in the accounting records.
- 2.8.3 Cheques and cash should be banked regularly and promptly.
- 2.8.4 Cash and cheques not banked on the day of receipt should be placed in a safe or locked cash box
- 2.8.5 Funds should normally be banked gross without deduction for costs or expenses
- 2.8.6 Insurance cover for cash in hand and in transit should be considered

We hereby confirm and agree this policy:

Signed:

Denise Nygate CEO

Signed:

Neil Woodbridge Trustee

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