



FINANCIAL MANAGEMENT POLICY AND PROCEDURES

FINANCIAL POLICY

1. The Board of Trustees is responsible for:

Safeguarding PANTRY's assets

Preventing fraud

Avoiding mistakes

Keeping financial records in accordance with the Constitution and relevant legislation e.g. Charities Act)

Preparing Annual Accounts in accordance with the Constitution and relevant legislation

2. To enable the Trustees to carry out their responsibilities, the Financial Procedures detailed below must be followed at all times by all Trustees, Management Committee Members and other volunteers.
3. A copy of this policy and procedures will be given to all Trustees on their election/appointment, and to all relevant volunteers.
4. The policy and procedures will be reviewed annually by the Trustees and revised as necessary.

FINANCIAL PROCEDURES

PANTRY's financial year runs from 1st April to 31st March

FINANCIAL RECORDS AND ACCOUNTS

1. Financial records must be kept so that:
PANTRY meets its legal and other statutory obligations, such as Charity Acts, and Common Law.

The trustees have proper financial control of the organisation.

The organisation meets the contractual obligations and requirements of funders.

2. The books of accounts must include:

A cashbook analysing all the transactions appearing on the bank accounts

A Bank Reconciliation Book, ensuring that accounts balance every month.

3. Accounts must be drawn up at the end of each financial year within 3 months of the financial year end and presented to the next Annual General Meeting.
4. Prior to the start of each financial year, the trustees will approve a budgeted income and expenditure account for the following year.
5. A report comparing actual income and expenditure with the budget should be presented to the trustees every three months or whenever meetings take place.
6. The AGM will appoint an appropriately qualified auditor/ independent examiner to audit or examine the accounts before presentation to the next AGM.

BANKING

1. PANTRY will bank with Lloyds Bank plc at its Windsor Road, Neath Branch as well as the Neath Branch of Celtic Credit Union and accounts will be held in the name of the PANTRY Cwmtawe. The following accounts will be maintained:

Current Account at Lloyds - PANTRY Cwmtawe

Reserve Account at Celtic Credit Union

2. The bank mandate (list of people who can sign cheques or authorise internet payments on PANTRY's behalf) will always be approved and minuted by the trustees as will any changes to it.
3. PANTRY will require the bank to provide statements every month and these will be reconciled with the cash book on a monthly basis. The Chairman will spot check that this reconciliation has been done at least twice a year, signing the cash book accordingly.
4. PANTRY will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the trustees.

INCOME

All monies received will be recorded promptly in the cash analysis book and banked without delay (this includes sundry receipts such as payment for telephone calls, photocopying etc.). The Treasurer will maintain files of documentation to back this up.

PAYMENTS (EXPENDITURE)

1. The aim is to ensure that all expenditure is on PANTRY's business and is properly authorised and that this can be demonstrated. The latest approved budget provides the cheque signatories with authority to spend up to the budgeted expenditure, not beyond it.
2. The Treasurer will be responsible for holding the cheque books (including unused and partly used cheque books) which should be kept under lock and key.
3. Blank cheques will NEVER be signed.
4. The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
5. No cheques should be signed or online payment made without original documentation (see below).

PAYMENT DOCUMENTATION

1. Every payment out of PANTRY's bank account will be evidenced by an original invoice or receipt. That original invoice will be retained by the Treasurer and filed. The cheque/online signatory should ensure that it is referenced with:
Cheque number/copy of on-line payment
Date cheque drawn/online payment made
Amount of payment
2. The only exceptions to payments not being supported by an original invoice are Items such as advanced booking fees for a future training course, deposit for a venue, etc. Here a written authorisation will be used and, if paid by cheque, a photocopy of the cheque kept.
3. Expenses/allowances. PANTRY will, if asked, reimburse expenditure paid for personally by staff, providing:

Fares are evidenced by tickets.

Other expenditure is evidenced by original receipts.

Car mileage is based on local authority scales.

No signatory signs for the payment of expenses to themselves.

CHEQUE SIGNATURES

1. Each cheque will be signed by at least two people.
2. A cheque must not be signed by the person to whom it is payable.

RECORDS

1. Every transaction will be entered into an appropriate recording system and will include:

Date of transaction

Name of the person the money was received from or paid to, and the full amount

A brief description of why the money was received or paid

An analysis of each amount under its relevant budget heading, where applicable

2. All documents relating to receipts and payments will be filed in the month they are input into the system.
3. Accounts will be audited.

OTHER RULES

1. PANTRY does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given which are likely to cost in excess of £200 (except in the case of food ordering) must be authorised and minuted by the trustees.
2. In exceptional circumstances such undertakings can be made with the approval of the Chairperson, approval who will then provide full details to the next meeting of the trustees. (This covers such items as the new service contracts, office equipment, purchase and hire).

3. All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of the PANTRY, with the prior approval of the trustees or in urgent situations the approval of the Chairperson who will provide full details to the next trustee's meeting.
4. The Charity will adhere to good practice in relation to its finances at all times, e.g. when relevant it will set up and maintain a fixed asset register stating the date of purchase, cost, serial numbers and normal location of assets. Additionally the Charity will maintain a property record of items of significant value, with an appropriate record of their use.

INSURANCE AND ASSETS

1. Appropriate insurance policies will be maintained to cover
 - Public Liability
 - Equipment
2. An inventory of all physical assets will be kept and regularly updated
3. A copy will be kept off the premises at the Treasurer's address

The Financial Policy and Procedures detailed above were agreed and signed at a meeting of the Board of Trustees held on:

REVIEW

This policy will be reviewed every two years

Date.....

Signature (Chair).....

Signature (Secretary).....