

**LINKS: THE CHESTERFIELD & NORTH EAST DERBYSHIRE COUNCIL
FOR VOLUNTARY SERVICE & ACTION LIMITED.**

FINANCIAL CONTROLS & PROCEDURES.

STATEMENT.

As a registered charity and a company limited by guarantee, Links is bound by both the Charity Commission's Statement of Recommended Practice (SORP) and company accounts regulations.

The procedures outlined below are designed to meet both these regimes and to take into account accepted good practice.

RECEIPTS.

1. Cash Receipts.

Links does not receive large cash sums (approximately £50 per year).

1.1. Cash received from a service user.

On receipt of a cash payment a member of staff should write out a receipt on a Links headed compliments slip, retain a copy and place the copy and cash in the bank folder in the filing cabinet.

The Administration and Information Worker will bank the cash weekly, enter it into the accounting system and file the receipt along with the relevant invoice.

2. Non-cash Receipts

2.1. Cheques received by post - occasionally under special circumstances

On receiving a cheque by post along with any covering letter, a staff member shall place it in the Chief Executive's in-tray or scan and email it to the Chief Executive. The Chief Executive will then make a determination on coding etc. The Chief Executive will pass the cheque to the Administration and Information Worker who will enter it into the accounting system and file the relevant Invoice or advice note. The Administration and Information Worker will bank any cheques weekly.

All cheques are paid into the current account. Transfers can be made to and from the deposit accounts. These are authorised by the Chief Executive and follow the procedures laid out by the banks involved.

2.2. Monies Received by BACS.

The procedure is as above with the BACS statement being filed.

3. Bank Reconciliation.

All bank accounts are reconciled from the bank statements by the Chief Executive when received, (in the case of the current account monthly and deposit accounts quarterly). Reconciled statements are available for the Treasurer of Links Board to inspect as part of the financial control management system.

PAYMENTS.

1. Non-cash Payments.

1.1 Payments Against Invoices Received via monthly online payments spreadsheets

The Chief Executive will let the Administration and Information Worker have all the relevant instructions on coding to ensure payments are made against appropriate budgets.

On receiving an invoice or a project expenses claim form via post or email, the Administration and Information Worker will check the validity of all payment demands and code them accordingly through the monthly online payments spreadsheet including the attachment of the scanned invoices or claim forms and email them to the Chief Executive. The Chief Executive will then submit the payments online with another bank signatory to co-authorise the payments.

1.2 Payment by cheque – occasionally under special circumstances

The Administration and Information Worker will write a cheque for signing by two of the appointed signatories. All cheques are accompanied by approved invoices, or payroll instructions when presented for signing.

The cheque will then be passed for posting.

N.B. No blank cheques are signed.

SCRUTINY BY THE BOARD AND AUDIT.

The Accountant will prepare quarterly to six-monthly management accounts and distribute them with the Board papers, having had them vetted by the Chief Executive.

The Treasurer will report on the accounts as a standing item on the Board agenda on a six-monthly basis.

Approved by Links Board on 20/02/2018

Signed on behalf of the Board *edp* Date *24/4/2018*

Name (Please Print) *LORRAINE DUNG* Position: *TREASURER*