

## FINANCE POLICY

### 1. General Statement:

Financial records will be kept so that the Let's Play Project can:

- Meet its legal and other statutory obligations such as Charity Acts, HMRC and common law
- Enable the trustees to be in proper financial control of the Let's Play Project.
- Enable the Let's Play Project to meet the contractual obligations and requirements of funders

The Let's Play Project will keep proper books of accounts, which will include:

- A cashbook analysing all the transactions in the Let's Play Project's bank account(s)
- A petty cash book if cash payments are being made
- Relevant HMRC taxation records in accordance with current legislation and reporting requirements

The financial year will end on the 30 September each year.

Accounts will be drawn up after each financial year within six months of the end of the year and presented to the next Annual General Meeting.

At the start of each financial year, the trustees will approve a budgeted income and expenditure account for that year.

A report comparing actual income and expenditure with the budget will be presented to the trustees during the year.

The trustees will appoint an appropriately independent examiner to examine the accounts for presentation to the next AGM.



## **2. Banking**

### **2.1. The Let's Play Project Bank Accounts will be held in the name of the Let's Play Project. The following accounts will be maintained:**

2.1.1. The Let's Play Project Account No 1 (Current account)

2.1.2. The Let's Play Project Investment Account (Deposit account)

**2.2.** The bank mandate (list of people who can authorise payments on the organisation's behalf) will be approved and documented by the trustees.

**2.3.** The Charity will require the bank to provide statements every month and these will be reconciled no less frequently than every month. The Treasurer will spot check that this reconciliation has been done.

**2.4.** The charity will not use any other bank or financial institution or use overdraft facilities or take out a loan without the agreement of the trustees.

## **3. Receipts and Invoicing (income)**

**3.1.** All monies received will be recorded promptly and banked without delay. The Let's Play Project will maintain files documentation to back this up.

**3.2.** Invoicing for sessions will be completed termly in advance of the sessions.

**3.3.** Session fees will be collected within 30 days of the above invoice. Any late payments will be chased. Any invoices outstanding after 60 days will be offered a payment plan. Those reaching 90 days will be referred to the trustees for a decision on removal of provision.

## **4. Payments (expenditure)**

**4.1.** The aim is to ensure that all expenditure can be demonstrated to be the charity's business and is properly authorised. Whilst an approved budget sets out the planned level of expenditure within the year, signatories should not incur expenses which are outside of their authorised expenditure level, as set out below in section 6.



**4.2.** Blank cheques will NEVER be signed, and no cheques should be signed or online transaction approved without original documentation, as set out below in section 5.

**4.3.** All debit card expenditure will be evidenced by original receipts or invoices.

## **5. Payments documentation**

**5.1.** Every payment from the Let's Play Project's bank accounts will be evidenced by an original invoice. That original invoice will be retained by the Let's Play Project and filed. The cheque signatory/online bank authoriser should ensure that it is referenced with:

- a. Date paid
- b. Amount
- c. Who authorised

**5.2.** The only exceptions to payments not being supported by an original invoice would be for such items as advanced booking fees for a future course, deposit for a venue, VAT, etc. Here a payment requisition form will be used.

**5.3.** Wages and salaries. There will be a clear trail to show the authority and reason for every such payment; e.g. a payment requisition asking for payment to an employee, the Inland Revenue, etc. All employees will be paid within the PAYE National Insurance regulations.

**5.4.** All core staff appointments/departures will be authorised by the trustees. All Playworker appointments/departures will be authorised by the management team. Employment records will be maintained by the management team and Trustees. Similarly, all changes in hours and variable payments such as overtime, etc. will be authorised by the management team.

**5.5.** Expenses/allowances. The Let's Play Project will, if asked, reimburse expenditure paid for personally by staff, providing:

- a. Fares are evidenced by tickets
- b. Other expenditure is evidenced by original receipts
- c. Car mileage is based on local authority scales

- d. No claimant signs for the payment of expenses to themselves

## **6. Authorisation of Expenditure**

- 6.1.** Authorisation to sign a contract, legal agreement or lease committing Let's Play to over £2,000 expenditure must be taken at a meeting of the Trustee Board, or for timeliness, sent to the board via e-mail for approval.
- 6.2.** The management team can authorise expenditure up to £2,000. Expenditure over these amounts will be referred to the Trustee Board, unless already authorised by the grant/bid process. Any amounts to be spent under 2k are agreed with the Finance Assistant by the Core Team.
- 6.3.** Commitments to urgent expenditure between £2,000 and £5,000 can be made by the Chair or Treasurer, or in their absence another Honorary Officer, who will make a decision on behalf of the Trustee Board.
- 6.4.** All invoices received for payment should be checked and signed, where possible, by the manager responsible for making the original order. Invoices must be authorised by management.

## **7. Contingency Fund**

- 7.1** The Let's Play Project's contingency funds can be accessed to pay for fees for activities. This fund will be used towards Young Peoples fee's if the family meets one or more of the criteria below, and The Let's Play Project are satisfied it is a sufficient impairment to justify the claim. (The Let's Play Project reserves the right to request supporting evidence for any such claims).
- 7.2** Low Income family who qualifies for free school meals and cannot access the Inclusion Support Scheme from Oxfordshire County Council
- 7.3** Families where one or both parents/guardians have been made redundant or are out of employment, and have expressed financial difficulties
- 7.4** Young People where safeguarding concerns are present
- 7.5** Where families have expressed financial difficulty in paying fees
- 7.6** Extenuating circumstances



## **8. Cheque Signatures/Online banking**

- 8.1. Both e-payments and cheque payments must be authorised as per the bank mandate.
- 8.2. The bank mandates will be approved and documented by the Trustee Board as will all changes to it.
- 8.3. A payment must not be authorised by the person to whom it is payable, excluding authorised pay.

## **9. Insurance**

- 9.1. The Chair and Treasurer, in conjunction with the management team, will affect insurance cover at a sufficient level to cover assets and possible liabilities as directed by the Trustee Board.

## **10. Other Undertakings**

- 10.1. All fundraising and grant application undertaken on behalf of the organisation will be done in the name of the Let's Play Project with the prior approval of the trustees or in urgent situations the approval of the Chair of Trustees who will provide full details to the next trustee's meeting.

## **11. Other Rules**

- 11.1. The Let's Play Project 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. Additionally the Let's Play Project will maintain a property record of items of significant value, with an appropriate record of their use.

## **12. Reserves**

- 12.1. The Trustees have set a minimum reserves level of 2 months operational costs and should they ever fall below this level they would then immediately review the future going concern basis of the charity.



**Date of Policy – 1<sup>st</sup> November 2021**

Signed ..... Chair of Trustees

Signed ..... Treasurer

Signed ..... Operations Manager

Signed ..... Activities Manager

**Review Date – 1<sup>st</sup> November 2022**