

# FINANCIAL PROCEDURES

Current version approved: June 2009  
Next refresh due 2010

## 1. The Board of Trustees

The responsibilities of the members of the Board of Trustees are:

- 1.1 to ensure the firm financial basis of the Intercom Trust
- 1.2 to approve the Trust's budget
- 1.3 to keep income and expenditure under review.

It is the particular responsibility of the Treasurer to establish and maintain an effective relationship with the Executive Director based on trust and mutual respect for each other's rôles.

## 2. The Executive Director

The Executive Director is responsible for the day-to-day financial affairs of the Trust, including overseeing the implementation, operation and review of sound financial procedures.

Specifically the Executive Director will have responsibility for:

- 2.1 Setting a draft budget in consultation with the Treasurer before the beginning of each financial year and bringing it to the Board of Trustees for final approval.
- 2.2 Authorising items of expenditure that fall within the budget heads already agreed with the Trustees.
- 2.3 Regularly reviewing the Trust's financial strategy in accordance with the agreed business plan.
- 2.4 Making fundraising applications to secure and develop the Trust's operations
- 2.4 Liaising with existing funders in respect of the financial affairs of the Trust
- 2.5 Developing and monitoring the Trust's self-generated income and seeking to maximise such income.
- 2.6 Operating and maintaining the general bookkeeping of the Centre on a computerised system, prepare monthly bank reconciliations, and prepare reports as needed for consideration by the Board of Trustees
- 2.7 Handling invoices payable and receivable, cheques, and credits
- 2.8 Liaison with the Trust's bankers
- 2.9 Supervising the Trust's employee and payroll responsibilities
- 2.10 Liaison with the Inland Revenue as necessary in connection with staff salaries and tax and National Insurance issues

- 2.11 Approval and processing of expense claims by Staff, Trustees and other Volunteers (see 6 and 7 below).
- 2.12 Managing the levels of funds in the Trust's various current and high-interest bank accounts.
- 2.13 Maintaining the Trust's relationship with the Auditors with a view to ensuring that the Trust is at all times compliant with SORP.

### 3. Cheque Signatories

The Treasurer, Chair, Executive Director and at least three members of the Executive Committee shall be signatories to the Trust's account. Only the Executive Director, Chair and Treasurer (or, in her/his absence, a nominated deputy) shall be authorised to approve expenditure. This must be done in writing. All cheques will require two signatures, at least one to be that of a Trustee.

### 4. Requests and suggestions for expenditure

Staff or Trustees or other Volunteers wishing to propose a particular item of new expenditure (such as resource-purchases, or places on training courses) should contact the Executive Director, who has discretion to authorise expenditure of up to £1,000 where necessary. Un-budgeted proposals over this figure will be referred to the Trustees.

### 5. Financial Reporting

The Executive Director will make regular reports to the Executive Committee. These reports shall include, for ordinary business meetings:

- 5.1 Spreadsheets showing income and expenditure against approved budget heads as well as any other financial information required by the Committee.
- 5.2 Report to the Trustees as required on compliance with Service Level Agreement targets and performance

.. and on an annual basis:

- 5.3 A draft budget covering income & expenditure including any proposed significant items of capital expenditure.

### 6. Petty Cash

Petty cash shall be used for day-to-day office and volunteer expenses at the discretion of the Executive Director, who shall be responsible for control of use of petty cash and shall ensure that all petty cash expenses are properly vouchered and accounted for.

### 7. Staff and Volunteer expenses

Expenses incurred by staff and trustees and other volunteers on behalf of the Trust will be reimbursed subject to approval by the Executive Director or in his/her case by the Chair or Treasurer. All expense claims must be properly vouchered and accounted for.

### 8. Security

Backup copies of the Trust's financial data shall be made and stored away from the building on a regular basis but no less frequently than once a week.

## 9. Review

These financial procedures will be subject to consultation with staff and volunteers and will be regularly reviewed at least annually by the Executive Director and the Board of Trustees.