

## **Breadwinners Financial Controls Policy**

|                                     |          |
|-------------------------------------|----------|
| <b>1. Introduction</b>              | <b>1</b> |
| <b>2. Bank accounts</b>             | <b>2</b> |
| <b>3. Income</b>                    | <b>2</b> |
| <b>4. Buying goods and services</b> | <b>3</b> |
| <b>5. Petty cash</b>                | <b>3</b> |
| <b>6. Staff wages</b>               | <b>4</b> |
| <b>7. Business Cards</b>            | <b>4</b> |
| <b>8. Signatures</b>                | <b>4</b> |

### **1. Introduction**

a) Breadwinners Charity Registration Number is 1166646

b) The Trustee board is responsible for ensuring that the Charity is well managed and that the Charity looks after our income properly and puts it to best use.

c) The Managing Director is responsible for managing the day-to-day running of the Charity's finances, including:

- Bookkeeping on Xero
- Monitoring bank statements
- Keeping full records of all the details of all funds received
- Keeping full records of all invoices and payments
- Keeping records of all transactions in and out of the bank account
- PAYE records

d) The Managing Director will work with an accountant who will:

- Draw up accounts for annual returns and trustees' annual reports at the end of each year.
- Prepare financial statements in a format suitable for filing with the Charity Commission.
- Check filing status with HMRC annually and prepare a CIO tax return if requested to do so by the HMRC.
- Conduct an Independent Examination at the end of each year
- Assist with technical accounting and tax-related queries.

e) The Charity will draw up accounts at the end of the financial year and have them examined by a suitable independent person. These annual accounts will be presented to the trustees for approval, filed with the Charity Commission, and included in the trustees' annual report.



## BREADWINNERS



e) The Charity's financial year runs from April to March. In 2016, we will have an extended 15-month financial year beginning in January 2016.

e) Before the start of the financial year, the Charity will set a budget for the following year, to be approved by Trustees. The latest approved budget allows the Managing Director and additional signatories to spend up to the budgeted expenditure, not beyond it.

f) We will discuss a financial report at each official Trustee meeting (quarterly) showing cash received, payments, and remaining funds. It will also show expected future receipts and payments.

### 2. Bank accounts

a) The charity has a current account and a savings account with CAF Bank.

b) All Caf bank transfers have a double signatory process, where transactions created by any member of the core team are approved by the Managing Director.

b) Any bank transactions will go through our current account. To withdraw money from any other account, we shall first transfer it to the current account and withdraw it from there. If we pay money into any other account, it will be as a transfer from the current account.

c) One signatory will sign any withdrawals, payments or transfers from our account under £3000.

d) Two signatories will sign any withdrawals, payments, or transfers from our account over £3000.

e) The Charity will ask the bank to provide statements every month and will check the statements against our accounts at least every three months.

f) The Charity will not use any other bank or financial institution or use overdraft facilities or loans without the Trustees' agreement.

### 3. Income

a) When the Charity receives cash as payment, we will issue a receipt and keep a copy electronically. The Charity shall bank all cash received – it will not be used for cash payments. We expect that cash over £100 will be banked within a week.

b) The Charity will record details of cheques received in the accounts and bank the cheques within one month.



## BREADWINNERS



c) The Charity will keep an electronic record of any payments into our account (e.g., grant award letters, or copies of receipts).

d) At each trustee meeting, a report comparing actual income to the budget will be presented to the Trustees.

### 4. Buying goods and services

a) For all purchases over £100, assess at least two suppliers for best value, considering quality, price, and ethical standards.

b) The Managing Director has the autonomy to agree on new suppliers, carefully considering any conflict of interest, which is to be shared with the Trustee Board.

c) If the payment is over £5,000, the Managing Director will seek approval from the Treasurer. No online or card Purchases can exceed £2,000 in a day.

d) The Charity will never sign a blank cheque, and cheque stubs will be completed at the time of payment.

e) Every payment out of the Charity's bank account will be evidenced by the original invoice, receipt of payment and Payment Form, which will all be retained by the Charity and filed.

f) A report comparing actual expenditure and the budget will be presented to the Trustees at each Trustee meeting.

### 5. Petty cash

a) The Charity will hold a petty cash float separate from incoming cash.

b) The Charity will keep a small float of £200 for small payments. We will keep the float separate from incoming cash and draw cash from the bank to make up the float.

c) Cash withdrawals for petty cash by ATM card will be authorised using a Payment Form in advance. CAF has set a limit of £300 per transaction and a daily limit of £1,000.

d) The Charity will record payments on a petty cash slip and keep receipts electronically.

### 6. Staff wages

a) The Charity will keep records of staff wages by PAYE and National Insurance regulations.



## BREADWINNERS



b) All staff appointments/ departures will be authorised by the Trustees, minuting the dates and salary level.

c) Where casual or part-time staff are paid in cash, the Managing Director will ensure that staff sign a wages record sheet.

f) The Charity will, if asked, reimburse expenditure paid for personally by staff, providing:

- Fares are evidenced by tickets
- Other expenditure is evidenced by original receipts

### 7. Business Cards

- Are provided to staff according to need and must have approval from 2 people from the CAF Mandate.
- Make a cash withdrawal of up to £300 cash per day on each card, up to a daily limit of £1,000.
- Make payments 24/7.
- Make card payments online up to a maximum of £3,000 per day on total online payments.
- Chip, Pin and MasterCard Secure code, and monitoring of account activity to prevent fraud.
- The maximum number of transactions done with all the cards in one day is 15.

### 8. Signatures

Date: 25/10/24

Full Name: Martin Cosarinsky Campos

Position: Managing Director

Signature:

Date: 26-10-24

Full Name: Tim Stoller

Position: Treasurer Trustee