



Financial Policy

Amended October 2019





PURPOSE

To detail processes and procedures that must be followed during financial transactions on behalf of All Night Cafe.

The use of financial transaction cards, including credit cards, is a major convenience for All Night Cafe and for authorized persons and can, if properly managed, contribute to easier and more secure accounting of expenses. To achieve these benefits a number of precautionary procedures should be put in place. Ensure that organisational transactions are carried out as efficiently as possible through the very limited and occasional use of credit cards and transaction cards as appropriate for unusual and on line purchases or transactions.

RESPONSIBILITIES

It is the responsibility of the Management Trustees to ensure that:

- Staff and volunteers are aware of this policy
- Any breaches of this policy coming to the attention of management are dealt with appropriately
- Safeguarding the assets of the charity
- Preventing fraud and avoiding mistakes

It is the responsibility of the employees and volunteers to ensure that their usage of organisational funds conforms to this policy.

AUTHORISED SIGNATORIES

Carole Cole - Main Account Holder

Karley Harding – Management Team

Jane Peachman – Management Team

These signatories are not related nor living in the same household.

Any two of these signatories may approve payments.

POLICY FOR CHEQUES

All cheques issued on behalf of the organisation must be signed by a sufficient number of authorised persons and documented adequately. Details of each authorised person shall be supplied to Barclays Bank for inclusion on the authorisation mandate on behalf of All Night Cafe.

PROCESSES FOR CHEQUES

Eligible signatories are authorised team members or authorised staff members who have been previously nominated and endorsed by the Management Committee.





Signatories cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

POLICY FOR DIRECT DEBITS AND STANDING ORDERS

All Direct Debits and Standing Orders set up on behalf of the organisation must be signed by a sufficient number of authorised persons and documented adequately. Details of each authorised person shall be supplied to Barclays Bank for inclusion on the authorisation mandate on behalf of All Night Cafe.

POLICY FOR PETTY CASH

All Night Café will not process and manage Petty cash. Small purchases will be made using Prepaid Cards or reclaimed by Volunteers through the Out of Pocket Expenses reclaim process.

PROCESSES OUT OF POCKET VOLUNTEER EXPENSES

Where volunteers incur expenses using their own funds they must be authorised in advance by a Committee Members. Any purchases made without prior approval are at the Volunteer's own risk and the expense may not be reimbursed unless a Committee Members authorise reimbursement.

The Volunteer can present any receipts for approval by a Committee Member and if the expense is deemed to be a valid and appropriate expense this will be refunded to the Volunteer via bank transfer, only where a valid receipt is presented.

POLICY FOR TRANSACTION CARDS

Transaction cards issued to All Night Cafe Excellent Project, will only be used for those activities that are a direct consequence of the cardholders' function within the organisation. The use will be monitored according to the procedures listed below. Any use of the card inconsistent with this policy and these procedures will be grounds for dismissal.

All Night Café will operate two types of Transaction cards;

Debit Cards – these are retained by the Director only for access to Internet Banking

Prepaid Cards – the Director will only make Purchases with the Prepaid Card and never with the Debit Card.

Additional Prepaid Cards can be issued to key volunteers only once agreed by the Committee

PROCESSES FOR DEBIT CARDS

1. Card Usage

Any organisational financial transaction card can only be used by an authorised Director or Committee member, where their functions and duties would be enhanced by their use.





The Debit Cards will be issued to the Director only, who will remain personally accountable for the use of the card.

Only the authorised signatory may use the card. The card may only be used for logging in to Internet Banking.

2. Cardholder's Responsibilities

The Cardholder shall:

- Notify the bank and the Committee immediately if:
 - The card is lost or stolen; and/or
 - Any unauthorised transaction is detected or suspected
- Notify the Committee and the bank of any change in name or contact details
- Take adequate measures to ensure the security of the card
- Return the card to the Committee if;
 - The cardholder resigns
 - It is determined that there is no longer a need for the cardholder to retain his or her card; or
 - The card has been cancelled by the bank
- Be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part of a third party

The Cardholder shall not:

- Obtain cash advances through the card
- Use the card for any proscribed purchases
- Authorise their own expenditure
- Claim double allowances (i.e. request reimbursement for an expense already paid by the card)

The use of the corporate card for “services of a dubious nature” is expressly prohibited. “Services of a dubious nature” are defined as any goods or services that might bring the name of the organisation into disrepute.

3. Card Misconduct

Wherever a breach in this policy occurs, the Committee must assess the nature of the breach and, if significant, report the breach to the police for criminal investigation or, if lesser in nature, institute an appropriate disciplinary process:

- In the first instance, counselling and or verbal warning (and diary or file note created)
- In the second instance, a written warning



- in the third instance, or if the pound amount is greater than £100.00 the card is to be immediately withdrawn

At the next Management Committee meeting the Committee shall report:

- The investigation of the circumstances of the breach
- Police reports and action (if any)
- Disciplinary action taken (if any)

PROCESSES FOR PREPAID CARDS

1. Card Usage

Any organisational Prepaid card can only be used by an authorised Director or Committee member, staff member, or volunteer where their functions and duties would be enhanced by their use.

Cards may be issued on a temporary basis and recovered afterwards.

Each financial transaction card will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will sign a declaration to this effect.

Only the authorised signatories may use the card. The Card will be Prepaid as appropriate subject to Committee approval.

Transaction limits as appropriate shall be set for each transaction subject to Committee approval. These are most likely to be electronic or online transactions for the purchase of equipment.

Cards will be preloaded, and the preload limits for each individual agreed by Committee approval. The Preloading of the card can be carried out by the Treasurer, Bookkeeper or Director on receipt of Committee approval.

2. Cardholder's Responsibilities

The Cardholder shall:

- In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. tax invoice) or shall in lieu provide a statutory declaration.
- Attach supporting documentation to the monthly statement from the Card Issuer, issue these to the bookkeeper for reconciliation.
- Verify that that goods and services listed were received.
- Notify the bank and the Committee immediately if:
 - The card is lost or stolen; and/or
 - Any unauthorised transaction is detected or suspected





- Notify the Committee and the bank of any change in name or contact details
- Take adequate measures to ensure the security of the card
- Return the card to the Director or Committee if;
 - The cardholder resigns
 - It is determined that there is no longer a need for the cardholder to retain his or her card; or
 - The card has been cancelled by the bank
- Be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part of a third party

The Cardholder shall not:

- Exceed any maximum limits set for the card from time to time
- Obtain cash advances through the card
- Use the card for any proscribed purchases
- Authorise their own expenditure
- Claim double allowances (i.e. request reimbursement for an expense already paid by the card)

3. Card Expenditure

The card will only be used for those activities that are a direct consequence of the cardholders' function within the organization and for activities or goods that the funds are designated for.

Where coincident and/or private expenditure occurs on the same transaction (where, for example, a person incurs a debt for personal telephone calls during a hotel stay) the cardholder must settle the private expense prior to charging the balance on the organisational card.

Where doubt exists as to whether or not an item is function-related, prior authorisation should be obtained from the Committee.

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- In the second instance, a written warning
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Financial and cheque signing And credit card Policy

Amended April 11th 2019

Signed:

Name:

Name:

**Position within All Night Cafe
Excellent Project:**

Position:

Date:

Date:





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Amended April 11th 2019

Signed:

Name: ANDREW TAGGART

Name:

C. A. Coles

Position within All Night Cafe

Excellent Project:

TREASURER

Position:

CHAIR

Date:

24.07.2019

Date:

24/07/2019