

FSEG Financial Policy

Introduction

Sound financial practices are an important basis for the success of any organisation. Ferryside Social Enterprise Group recognises the need to operate its financial activities and accounts in compliance with current regulations as stipulated by the United Kingdom's Charity Commission and His Majesties Revenue and Customs (HMRC). We will also endeavour to follow best practice as recommended by these and other applicable organisations, local community, and county councils, along with other applicable government agencies where practicable.

Our Financial Policy is based upon the following principles:

We believe

- In proper financial oversight and transparency to all trustees and appropriate organisations
- In applying commercial confidentiality in the financial operation of the social enterprise.
- That we should take account of the financial circumstances of tenants, recognising the needs of small businesses and not-for-profit social enterprises.
- In proper regulatory oversight by the appropriate authorities.

Statements:

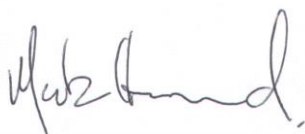
We will: -

- Nominate one trustee as a treasurer to oversee the financial activities and accounts
- Nominate at least two Trustee officers (from the Chair, Secretary or Treasurer), as authorised signatories, and the Centre Manager.
- Require that all financial expenditure be authorised or signed off by at least two nominated signatories, which must include two trustees (the Chair, Secretary or Treasurer) and the Centre Manager.
- Keep a maximum of £500 in petty cash with all notes counted and placed in the safe at the end of the working day. Any excess will be transferred to our bank account, as soon as possible, and kept in the safe in the short term. The petty cash will be reconciled frequently but no later than weekly.
- An invoice procedure will be followed for all sums owed and records kept of payments made.
- Invoices will allow a suitable period for payment after which steps will be taken to recover the money owed.
- Income and expenditure classified as 'unrestricted', 'designated unrestricted' and 'restricted' funds in the Social Enterprises accounts will be spent only in the way specified for those classifications.
- Ensure that there is always a minimum of two months staff salary and £3000 reserve in the reserve account to meet all known outgoings and financial commitments, including any orders that have been made to suppliers and regular expenditure.
- Operate a commitment accounting system where all approved expenditure of more than £100 must have a purchase order opened on the accounting system. Proposed expenditure of £500 or more must be submitted and agreed at a Trustee meeting, or in-case of emergencies via email, or by a quorum of Trustees.
- Provide appropriate reports on a regular basis for trustees and provide access to the accounts for the trustees when required or as requested.
- Submit the accounts to external audit on a regular basis and complete reports for the Charities Commission and/or the HMRC as requested and within prescribed regulatory timescales.

Reviews

This policy and related procedures will be reviewed annually

Signature of chair:



Policy reviewed Nov 2022

Date that next review is due: Nov 2023