

# ZWIĄZEK HARCERSTWA POLSKIEGO ZARZĄD OKRĘGU w WIELKIEJ BRYTANII POLISH SCOUTING ASSOCIATION (UK Region) Ltd.

Registered in England and Wales No.: 08352009,  
Registered Charity England and Wales: 1155288, Scotland: SC045348  
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## PSA (UK Region) Ltd Financial Controls Policy

### Financial Records and Accounts

1) Financial records must be kept so that:

- The organisation meets its legal and other statutory obligations, such as Charity Acts, HMRC and common law.
- The trustees have proper financial control of the organisation.
- The organisation meets the contractual obligations and requirements of funders.

2) The proper books of accounts will be kept and will include:

- A cashbook analysing all the transactions appearing on the bank accounts
- A petty cash book if cash payments are being made.
- Relevant HMRC taxation records in accordance with current legislation and reporting requirements

3) The financial year will end on the 31<sup>st</sup> December each year.

4) Accounts must be drawn up at the end of each financial year within 3 months of the financial year end, audited and presented for approval at the mid-year Trustee Meeting.

5) Each sub-committee is expected to submit their annual budget before year end for approval by the trustees.

6) A report comparing actual income and expenditure with the budget, should be presented to the trustees whenever requested for the quarterly trustee meetings.

7) The trustees will appoint an appropriately qualified auditor to audit the accounts before presentation at the mid-year trustee meeting.

8) All financial records must be presented in English.

### Banking

1) PSA (UK Region) operates in sub-committees, and where necessary, the sub-committees will operate separate bank accounts and appoint a treasurer to oversee these accounts. PSA UK Region Head Office banks with Barclays and the account will be held in the name of PSA (UK Region) Ltd. Each sub-committee should ensure that the name of each of the accounts they hold in the name of their sub-committee is correct and any changes communicated immediately to the PSA UK Region Treasurer.

2) The PSA UK Region sub-committees will not use any other bank or financial institutions and will inform the PSA UK Region Treasurer of any new bank accounts being opened. These will be included in the consolidated accounts at financial year end.



3) The bank mandate (a list of people who can sign cheques on the organisations behalf or authorise payments on-line) will always be kept by each sub-committee, and any changes should be immediately notified to the Treasurer.

4) Two persons will always be required to sign cheques or authorise on- line payments

5) The PSA UK Region sub-committees will require the bank to provide statements every month and these will be reconciled with the cash book monthly and the PSA UK Region Treasurer will spot check that this reconciliation has been done at least twice a year, signing the cash book accordingly.

6) Overdraft or loan facilities must have prior agreement of the trustees.

#### **Receipts (income)**

1) All monies received will be recorded promptly in the cash analysis book and banked without delay. The PSA UK Region sub-committees will maintain files of correspondence and documentation to back these up.

2) Each income/donation will be recorded individually with a clear description of the income source.

#### **Payments (expenditure)**

1) Each PSA UK Region sub-committee will record promptly all expenditures in the cashbook, giving a clear description (in English) of the item and file the appropriate documentation, (see below).

2) All expenditures must be demonstrated to be on the charity's business and properly authorised. The payment authorisers should refer to the latest approved budgets to ensure limits are adhered to and the expense is appropriate.

2) Any unbudgeted costs that arise during the year that are over £3,000 have to be agreed by the Trustees prior to submitting the order.

3) Each PSA UK Region sub-committee Treasurer will be responsible for holding the Pin sentry devices and cheque books (including unused and partly used cheque books) which should be kept securely.

4) Blank cheques must NEVER be signed.

5) The relevant payee's name must always be inserted on the cheque before signature and counter signature and the cheque stub must always be properly completed.

6) No cheques should be signed or payments authorised on-line, without original documentation (see below).

7) Each PSA UK Region sub-committee Treasurer will be responsible for notifying the PSA UK Region Treasurer that they have applied for and received a debit card for their sub-committee bank account. They will be responsible for keeping the debit card in a secure place.

8) All payments should require two people to authorise them. A cheque must require two signatories and an on-line payments a two step authorisation.

9) On-line payment procedure

- a. Someone prepares the payment request (this can be a signatory)
- b. A signatory of the account approves the payment (this may be the preparer)
- c. Backup documentation should be scanned and sent to 2<sup>nd</sup> authoriser.
- d. A second signatory releases the payment provided they are happy with it.



10) Internet banking security – no banking passwords or IDs should be shared or disclosed with anyone.

### **Payment documentation**

1) Every payment out of PSA subcommittees' bank accounts will be evidenced by an original invoice (never against a supplier's statement or final demand). That original invoice will be retained by the subcommittee and filed. The cheque signatory should ensure that it is referenced with:

Cheque number  
Date cheque drawn  
Amount of cheque

2) Cheques or payments made on-line, not being supported by an original invoice must be documented with appropriate approval and sign off.

3) Any expenditure not supported by an invoice must be filed with a written clear explanation of the cost and why an invoice was not provided. The cashbooks must clearly reference the backup documentation.

4) Wages and salaries. There will be a clear documentation to show an employee's conditions of employment, salary, any pay rises and the subsequent direct debit to pay them monthly. All employees will be paid within the PAYE and National Insurance regulations.

5) All staff appointments, departures and changes will be authorised by the trustees, minuting the dates and salary level.

6) Petty cash will always be maintained by the sub-committee treasurer who will maintain a float. When that is more or less expended, a cheque will be drawn for sufficient funds to bring up the float to the agreed sum, the cheque being supported by a complete set of expenditure vouchers, totalling the required amount. All the receipts, payments and cheques will be documented by the sub-committee treasurer on the cashbook analysis spreadsheet.

7) Expenses and allowances. PSA UK Region will, if asked, reimburse expenditure paid for personally by staff, in accordance with Charity Commission guidance, providing:

- Fares are evidenced by tickets.
- Other expenditure is evidenced by original receipts.
- Car mileage is based on local authority scales see: [Travel - mileage and fuel rates and allowances - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

No cheque signatory signs for the payment of expenses to themselves.

8) Three quotes should be obtained for any expenditure over £1,000 (including services, maintenance contracts etc). Any paperwork or emails pertaining to obtaining these quotes should be retained and filed in the treasurer's files for that financial year.

### **Other undertakings**

1) PSA UK Region does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given which are likely to cost in excess of £3,000 that were not included in the annual budget report must be authorised and minuted by the trustees prior to placing the order/undertaking.

2) In exceptional circumstances such undertakings can be made in consultation with the PSA UK Region Chairperson and Treasurer.



In order to approve this unforeseen expenditure, justification for and an explanation of these costs shall be provided first to the Treasurer, who shall then convene a meeting of at least 4 trustees to agree and approve this new expenditure. This expenditure will be explained and minuted at the next trustees' meeting. (This covers such items as the new service contracts, office equipment, purchase and hire).

3) All fundraising and grant applications undertaken on behalf of the organisation will be completed in the name of PSA UK Region with the prior approval of the trustees following the guidance set out in the document "Ubieganie sie o pomoc finansowa/Donation application guidelines" on the website: [www.zhpwb.org.uk](http://www.zhpwb.org.uk)

4) PSA UK Region will adhere to good practice in relation to its finances at all times and maintain a fixed asset register which is updated at year end.

**Policy accepted by the Board of Trustees PSA UK Region on \_\_\_ 14<sup>th</sup> September 2021\_\_\_**

