



Financial Controls Policy

Adopted by GeoMôn Board on 6th March 2021

Principles: This policy relies on the trustees conducting best practice accounting procedures, including, but not limited to, annual budget setting, transactional control of income, expenditure and outgoing payments, record keeping and regular reporting. The fundamental responsibility of the trustees is to ensure that the trust has sufficient funds to meet its financial obligations.

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, Her Majesty's Revenue & Customs and common law.

The trustees have proper financial control of the organisation.

The organisation meets the contractual obligations and requirements of funders.

2) The books of accounts must include:

A cashbook analysing all the transactions appearing on the bank accounts

A petty cash book if cash payments are being made.

3) Accounts must be drawn up at the end of each financial year within 3 months of the financial year end and presented to the next Annual General Meeting.

4) Prior to the start of each financial year, the trustees will approve a budgeted income and expenditure account for the following year.

5) Management accounts should be presented to the Board every three months, supplemented by regular brief updates of the financial position of the trust.

6) The AGM will appoint an appropriately qualified auditor/ independent examiner to audit or examine the accounts before presentation to the next AGM.

Banking

1) The Charity will bank with HSBC Bank plc at its Anglesey Branch and accounts will be held in the name of GeoMôn Anglesey Geopark.

2) The bank mandate (list of people who can sign cheques or make electronic payments on the organisation's behalf) will always be approved and minuted by the trustees as will any changes to it.

3) The Charity will require the bank to provide statements every month and these will be reconciled with the cash book on a monthly basis. The Treasurer will oversee this reconciliation and sign the cash book accordingly.



4) The charity will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the trustees.

5) If any investments are to be undertaken by the Charity, full Board approval will be required based on receipt of professional advice. The Charity will adopt best practice in placing ethical investments.

Income

1) All monies received will be recorded promptly in the cash analysis book and banked without delay (maximum of 10 working days). This includes sundry receipts such as payment for telephone calls, photocopying etc and the Charity will maintain files of supporting documentation to back this up.

2) GeoMôn income is derived from multiple sources (including sales income, membership fees, third party grants, cash donations, Paypal, credit cards) and these should be reconciled on a monthly basis by the Treasurer and presented to the trustees at the next scheduled Board meeting.

Payments (expenditure)

2) The aim is to ensure that all expenditure is on the charity's business, is properly authorised and that this can be demonstrated. The latest approved budget provides the cheque and/or electronic banking signatories with authority to spend up to the budgeted expenditure, in line with approved Delegation of Authority limits.

3) The Managing Director will be responsible for holding the cheque books (including unused and partly used cheque books) which should be kept under lock and key.

4) Cheque payment best practice - blank cheques will never be signed and the relevant payee's name will always be inserted on the cheque before signature, with the cheque stub always properly completed. No cheques should be signed without original documentation (see below).

Payment documentation

1) Every payment out of the Charity's 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 Charity and filed. The cheque signatory or person making the electronic bank transfer should ensure that it the payment is fully referenced and traceable for audit purposes.

2) The only exceptions to cheques/electronic payments not being supported by an original invoice are Items such as advanced booking fees for a future course, deposit for a venue, VAT, etc. Here a payment requisition form will be used and a photocopy of the payment record kept.

3) Wages and Salaries. There will be a clear trail to show the authority and reason for EVERY such payment; e.g. a payment requisition form asking for payment to an employee, HMRC etc. All employees will be paid within the PAYE and National Insurance regulations.

4) All staff appointments/departures will be authorised by the trustees, minuting the dates and salary level. Similarly, all changes in hours and variable payments such as overtime, etc, will be authorised by the trustees.



5) Accurate petty cash records should always be maintained, and a cash float provided as agreed by the trustees. When that is more or less expended, a payment will be drawn for sufficient funds to bring up the float to the agreed sum, the payment being supported by a complete set of expenditure vouchers, totalling the required amount, analysed as required.

6) Expenses / allowances. GeoMôn will, if asked, reimburse expenditure paid for personally by staff or volunteers, providing:

Fares are evidenced by tickets.

Other expenditure is evidenced by original receipts.

Car mileage is based on local authority or HMRC scales.

No cheque signatory, or mandated person for electronic payments, should authorise payments of expenses to themselves.

Additional Controls

1) The Charity does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given which are likely to cost the Charity in excess of £100 must be authorised and minuted by the trustees.

2) In exceptional circumstances such undertakings can be made with the Chairperson's approval who will then provide full details to the next meeting of the trustees. (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 done in the name of the Charity with the prior approval of the trustees or in urgent situations the approval of the Chairperson who will provide full details to the next trustee's meeting.

4) The Charity will adhere to good practice in relation to its finances at all times, e.g. when relevant it will set up and maintain a fixed asset register stating the date of purchase, cost, serial numbers and normal location of assets. Additionally, the Charity will maintain a property record of items of significant value, with an appropriate record of their use.

Next Review Date: 6th March 2022