



Introduction

The importance of keeping regular and accurate financial records cannot be overstated. These will always be, and seen to be, transparent, open, and within the agreed policy and procedures of Homemaker Southwest. This will enable us to meet requirements of the Charity Commission and Companies House as well as ensuring that we are well run and that the risks of fraud are reduced to the absolute minimum.

The financial records of the Charity are the responsibility of the Board, but this responsibility will be delegated to the Chair, Treasurer and Director as appropriate and as set out below. It is the responsibility of all involved in the Charity to be good stewards of the resources entrusted to it from all sources.

The Board will appoint a firm of qualified Accountants to prepare the annual accounts and audit them, it is the Trustees' responsibility to monitor and investigate staff activities in order to ensure that no fraud takes place. It is the responsibility of all staff to ensure that correct procedures and policies are followed, and to draw the Trustees' attention to any non-compliance by themselves or others. All staff are duty bound to bring to the attention of the Director any suspicion of financial malfeasance, where the suspicion concerns the Director then this should be taken directly to the Chair.

Budgets

It is the responsibility of the Director, together with the Finance and Admin Officer and the Treasurer to prepare annual budgets for approval by the Board.

Bookkeeping

It is the responsibility of the Director with the staff to design and keep both manual and computerised financial records that are approved by both the Board and Auditors.

Financial monitoring

The Treasurer will usually meet regularly with the Director and the Finance and Admin Officer to offer support and review budgets and income and expenditure. Working Groups may be established from time to time to consider particular issues identified by the Board or the Director.

Banking

All bank accounts will be held with whichever bank/s the Board from time to time designate. All banking will be carried out in accordance with the Company's financial procedures.

Money

All monies received or expended will be dealt with in accordance with the Company's financial procedures.

Authorisation

Expenditure will only be authorised in line with agreed budgets, and in accordance with the Delegated Authority policy. From time to time the Board will decide the level of approved expenditure the Director can authorise, and these limits will be specified in the written procedures.

Expenses

All Staff, Board Members and volunteers shall record all items of personal expenditure incurred in the performance of duties, backed up by receipts and recorded on appropriate Company expense forms with counter signatories. (See procedure).

Date policy last reviewed and approved: September 2013

Date of next review: September 2014

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