



A Scottish Charitable Incorporated Organisation

## FINANCIAL POLICY

### PURPOSE

The purpose of this document is to ensure that:

- Bertie Bus meets its legal and other statutory financial obligations.
- The Board of Trustees has proper financial control of Bertie Bus's income, expenditure and funds.
- Bertie Bus meets the contractual obligations and requirements of funders.

### PAYMENTS

All Trustees need to be aware that expenditure is committed when an order is placed on behalf of Bertie Bus. Therefore, it is important that all orders are placed properly, and are within agreed budgets and delegated powers. Where possible the Treasurer must be notified in advance by email of any intended purchase unless the item / service has been previously agreed at a Board meeting.

Where Trustees are duly authorised to order and personally pay for items their claim for reimbursement must be supported by adequate documentation, preferably a receipt.

If possible payment will be made by the Treasurer once the invoice has been checked for validity and accuracy via BACS transfer but where cheques are requested the following will apply:

- Each cheque must be signed by two of the authorised Trustees. Cheque signatories should check that the expenditure has been duly authorised before signing the cheque.
- Signatories will not sign cheques which are payable to themselves, or blank cheques.
- Cheques should be filled in completely (with payee, amount in words and figures, and date) before cheques are signed.

## **RECEIPTS**

The majority of income received by Bertie Bus is from donations, and grants.

Any invoices should be sequentially numbered and raised on Bertie Bus letterhead, using standard invoice procedure.

Any money received, either cash or cheque should be handed to the Treasurer at the earliest opportunity together with appropriate documentation. Where cash is involved it should be counted and the total acknowledged by signature prior to handing to the Treasurer. If the sum involved is expected to exceed £200 then it should be counted by two unrelated people.

The Treasurer will bank all receipts on a regular basis and ensure that where possible unbanked cash never exceeds £350. Unbanked cash will be kept in a secure place.

## **BANK AND INVESTMENT ACCOUNTS**

The Treasurer will ensure that funds will only be deposited with a bank or financial institution that is recognised by the FSCS and that such funds will not exceed the compensation limit.

No bank accounts etc can be opened without the minuted approval of the Board. All accounts must be named Bertie Bus.

## **RECORDING OF ACCOUNTS**

Full accounting records of all individual transactions will be kept.

The accounts system is digital using Microsoft's Excel; paper records of all transactions will be referenced and kept.

The system used will be adequately protected by strong passwords, a firewall and anti-malware software.

Two on-site backups will be kept, one simultaneously, one monthly, also one off-site simultaneous backup will be kept.

Bank statements will be reconciled monthly.

The financial statement will automatically update as receipts and payments are entered.

Only grants exceeding £10,000 will be recorded as restricted funds. Other specific grants will be held as unrestricted funds and monitored on a sub-section of the accounts.

All assets will be recorded in a separate section of the accounts and together with their depreciation reported to the Board annually or more frequently if requested.

All supporting documentation such as vouchers, invoices, receipts, bank statements and cheque stubs will be retained for independent examination and any other statutory requirement.

## **BUDGET**

The Treasurer will present a proposed budget to the Board for their approval prior to the first Board meeting of a new financial year.

## **SCRUTINY OF ACCOUNTS**

Bertie Bus's financial year end is the last day of February of any year. An Annual Financial Report based on the Receipts and Payment methodology will be presented to the Board for their approval within seven days of the year end, and then forwarded together with all supporting documents to the independent examiner. Once approved the report will be forwarded to OSCR preferably prior to the AGM.

Seven days prior to every Board meeting the Treasurer will provide all Trustees with the following:

- An extract from the financial accounts listing all receipts and payments since the last Board meeting.
- A year-to-date financial report.
- The latest monthly bank statement.

At any time a Trustee may give 48 hours' notice (outwith the Treasurer's holidays) of an examination of the accounts at the Treasurer's home address. The Treasurer will ensure that all records and full digital access is provided.

## **ROLE OF TREASURER**

The Treasurer works in close co-operation with, and provides support and advice to, the Board. Specific responsibilities are to:

- Guide and advise the Board in the approval of budgets, accounts and financial statements, within a relevant policy framework.
- Keep the Board informed about its financial duties and responsibilities.

- Advise the Board on the financial implications of Bertie Bus's strategic plans and key assumptions included in Bertie Bus's operational plan and annual budget.
- Confirm that the financial resources of Bertie Bus meet present and future needs.
- Understand the accounting procedures and key internal controls, so as to be able assure the Board of Bertie Bus's financial integrity.
- Ensure that the accounts are properly examined, that accepted recommendations of the examiner are implemented, and meet the examiner at least once a year.
- Formally present the accounts at the AGM, drawing attention to important points.

## **ROLE OF BOARD MEMBERS**

The Board is responsible for:

- Approving the budget for the year.
- Approving signatories to the bank accounts.
- Receiving reports from the Treasurer on areas of concern.
- Approving exceptional items of expenditure.
- Monitoring the financial position based on the financial statement, with advice from the Treasurer.
- Approving the Annual Accounts, Examiner's report and appointment.

## **ADMINISTRATION**

The Chair of Bertie Bus is responsible for the administration, revision, interpretation, and application of this Policy. The Policy will be reviewed annually and revised as needed.

*APPROVED BY TRUSTEES NOVEMBER 2024*