

Northern Ireland Community Relations Council

Financial Procedures Manual

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COMMUNITY RELATIONS COUNCIL
Equity | Diversity | Interdependence

1. Introduction

1.1 The Community Relations Council is committed to ensuring that appropriate systems are in place to protect and efficiently manage its financial resources with probity and regularity. The purpose of this document is to set out the main financial policies and procedures to be followed by staff.

1.2 The following accounting procedures are intended to provide broad accounting, control and accountability principles, which staff of the Northern Ireland Community Relations Council must follow and deals with those aspects of internal control which are essential to ensure an adequate and effective degree of control and security.

1.3 This document will be updated on an ongoing basis in line with guidance from the Department of Finance and Personnel (DOF) in either DAO (Dear Accounting Officer) or DPO (Dear principal Officer) letters, Managing Public Money Northern Ireland (MPMNI) and/or audit recommendations. All financial policies and procedures will also be subject to a formal review every two years.

1.4 The contents of this document must comply with the Financial Memorandum contained within the Management Statement and Financial Memorandum. The Financial Memorandum sets out in greater detail certain aspects of the financial framework within which the Community Relations Council is required to operate, whilst the financial policies and procedures document acts as a supplement to the Financial Memorandum by providing detailed financial policies and procedures that the Community Relations Council staff must adhere to.

1.5 Minor amendments/updates which do not result in policy change (e.g. clarifying an issue) or updating standard government practices (e.g. new DAO letter) must be agreed by the Chief Executive; major amendments which result in a change to policy must be approved by the Board.

1.6 The main objectives of the financial procedures manual are to ensure that:

a) the funds and the property of The Community Relations Council are kept under proper custody and are not improperly applied, either by error or by intent;

b) expenditure is incurred only after proper authorisation, within delegated levels of responsibility and that all expenditure is properly accounted for;

c) The Community Relations Council only pays bona fide creditors for goods and services required and received at the most advantageous prices;

d) all revenues are properly brought to account;

e) the management information obtained from the system is complete and accurate;

f) only bona fide employees, clients, associates, consultants and other providers are paid for services received at approved rates which have been properly authorised; and

g) All terms and conditions set by the organisations which provide funding to The Community Relations Council are met.

1.1 The achievement of the above objectives requires:

i. a suitable division of duties;

ii. an appropriate accounting system; and

iii. The institution of appropriate forms of internal control.

1.7 The Chief Executive Officer is the nominated Accounting Officer and is responsible for the daily management of The Community Relations Council; the Chief Executive Officer is assisted by the Programme Directors.

1.8 The Community Relations Council's Management Team currently comprises of:

a) Chief Executive Officer;

b) Director of Finance, Administration and Personnel; (temporarily unfilled)

c) Director of Community Engagement

d) Director of Funding and Development;

2. Budget setting

2.1 It is a principle of good financial management that a medium term corporate plan and an annual budget are prepared. The Community Relations Council's annual budgets will be consistent with the objectives of the annual business plan which is drafted each year in line with the corporate plan. The annual budget will reflect a robust assessment of the anticipated level of expenditure and the anticipated requirement for grant-in-aid and will be profiled across the year on a monthly basis.

2.2 The procedure for allocation of the funding provision for the Community Relations Council from TEO is detailed in the Community Relations Council and TEO's Partnership Agreement.

Corporate plan

2.3 The Community Relations Council shall submit to The Executive Office a draft of the Council's Strategic Plan covering three years ahead. The |Community Relations Council will have agreed with The Executive Office issues to be addressed in the plan and the timetable for its preparation. This Strategic Plan will be aligned to the Programme for Government. The corporate plan shall set out:

- The Council's key objectives and associated key performance targets for the three forward years, and its strategy for achieving those objectives;

- a review of the Council's performance in the preceding financial year together with comparable outturns for the previous 2 years, and an estimate of performance in the current year alternative

scenarios to take account of factors which may significantly affect the execution of the plan, but which cannot be accurately forecast;

- A forecast of expenditure and income, taking account of guidance on resource assumptions and policies provided by TEO at the beginning of the planning round. These forecasts represent the Council's best estimate of all its available income not just any grant or grant-in-aid; and

- Other matters as agreed between TEO and the Council**.**

Setting the annual budget

2.4 Each year of the Corporate Plan will form the basis of an annual business plan and budget. The Business Planning process for the forthcoming year will begin in November and will result in a draft Business Plan by 30th November.

Key objectives of the budgeting process are:

a) That the Community Relations Council does not commit to an overspend for the financial year;
b) Adequate resource is allocated to each business plan project to enable that project to meets its objectives;
c) To maximise the amount resource available to grant funding and programme expenditure; and;
d) To ensure accountability for how financial resource is used at the Community Relations Council.

2.5 Using the Business Plan discussions and draft documentation, an annual comprising monthly expenditure budgets for the forthcoming financial year will be prepared as follows:

- The Finance Officer will prepare a draft budget for all costs.
- The Finance Officer and the CEO will identify who the budget holders are for the upcoming year.
- At a minimum the following will assist in the preparation of the draft budget:
    - Chief Executive Officer;
    - Director of Finance, Administration and Personnel (temporarily unfilled)
    - Director of Community Engagement
    - Director of Funding and Development;

2.6 Each budget holder will be required to provide a detailed and profiled analysis of how they plan to use their budget during the financial year. This will be subject to review and challenge by the Finance Officer, the Finance Manager and the Chief Executive.

- The draft CRC budget will typically be supported by the following supporting budgets:
  - Grants budget for each fund
  - A programme budget for each Directorate
  - Board and Committees
  - Salaries Budget
  - Overhead Budget
  - Capital Budget
  - Profiled Consolidated Budget
  - Consolidated Budget
  - Cash flow budget

2.7 The Finance Manager will present the draft annual budget to the Chief Executive Officer (CEO) who will review and amend as appropriate.

2.8 Once budgets have been finalised with each of the budget holders, the departmental budget will be consolidated along with overheads into a consolidated Corporate Budget and submitted to the Management Team in preparation for submission to the Department and approval by the Board.

2.9 The budget will then be adjusted once the budget allocation notification letter has been issued to the Community Relations Council by The Executive Office.

2.10 The final budget will be presented to the Board for their review and approval.

2.11 In finalising the Community Relations Council corporate budget the Board and Chief Executive must agree the allowable percentage of income as a contribution to overheads. This percentage will be a key performance indicator throughout the financial year to ensure the optimum share of resources being allocated to core community relation activities.

General conditions for authority to spend

2.12 **Once the Community Relations Council's annual business plan has been approved by The Executive Office or The Executive Office Accounting Officer issues the annual Budget Allocation Letter[1], the Community Relations Council shall have authority to incur expenditure approved in the budget without further reference to TEO, on the following conditions:**

- The Council shall comply with the delegations set out in the Management Statement and Financial Memorandum;

- Inclusion ***of any planned and approved expenditure in*** the Council's ***budget shall not remove the need to seek formal departmental*** and where necessary, ***Department of Finance*** approval

[1] The Partnership Agreement states that once the Community Relations Council's annual business plan has been approved by The Executive Office, the Community Relations Council has authority to spend. In practice the busiess plan is not approved until after the beginning of the business year and the issue of Budget Allocation Letter is taken as authority to spend. The Community Relations Council will seek to regularise this practice during the upcoming review of the MSFM.

where such proposed expenditure is above the delegated limits or is for new schemes not previously agreed;

- The Council shall provide TEO with such information about its operations, performance individual projects or other expenditure as TEO may reasonably require; and
- The Council shall comply with NI Procurement Policy guidance issued by the Central Procurement Directorate and the Department of Finance.

Providing monitoring information to TEO

2.13 The Community Relations Council shall provide The Executive Office with, as a minimum, information on a monthly basis which will enable the satisfactory monitoring by TEO of:

- the Council's cash management;
- its draw-down of any grant-in-aid;
- the expenditure for that month;
- forecast outturn by resource headings; and
- Other data required for the DOF Outturn and Forecast Outturn Return.

3. Management Accounting

3.1 General

3.2 It is a fundamental principle of good financial management that all actual expenditure is actively monitored and measured against expected levels. This process should be undertaken regularly during the year and any variances arising will be investigated. Anticipated movements in outturn will be identified and plans should be formulated to take any corrective action needed.

3.3 The Community Relations Council will adhere to this policy. In order to assist this monitoring process, the Community Relations Council will prepare annual budgets at the organisational level and where considered appropriate at other levels, such as programme or project budgets as described above.

3.4 Management accounts, accounts highlights (commentary) and a supporting file will be prepared each month for each Board meeting. As a minimum the information shown on the Management Accounts checklist shown in Annex D. The checklist and the supporting file will be reviewed and approved by the Finance Manager and reported to the Chief Executive each via the management team.

Bank reconciliation

3.5 Bank accounts should be reconciled monthly using the SAGE Bank Reconciliation function and completed within 10 working days.

3.6 The bank reconciliation must be completed, signed, dated and presented to the Finance Manager on completion.

3.7 Following review the bank reconciliation must be filed in the management accounts file for the month under review.

3.8 Issues arising, e.g. outstanding cheques older than six months and therefore no longer presentable at the Bank are agreed with the Finance Manager for cancellation and the bank reconciliation annotated accordingly.

Management accounting and Monitoring Performance

3.9 The cut-off date for the processing of invoices is the 2nd day of the month following the month end. On completion of the processing of any remaining invoices the Finance Manager must check to ensure that all other routine transactions have been processed such as payroll entries, depreciation and PAYE/NI liability.

3.10 The production of the management accounts process is to be completed by Finance Manger evidenced reviewed within 3working days of the end of each month identified by clause 3.4 Management Accounts must be completed in advance of completion and submission of Consumption Report and Cash DD report. This is to ensure that all line items reconcile, to facilitate the twice yearly WOGA (whole of Government Accounts) exercise. The Finance Manager will produce the management accounts and commit no more than 3workings days to production of the management accounts. The Finance Manager will present the accounts to the CEO by close on the 3rd working day. If the management team meeting occurs during the first 5working days the prior months management accounts will be discussed with a verbal update provided by the Finance Manager referenced to the Consumption Report.

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3.11 All budget holders will receive appropriate, regular reports of expenditure against budget. This includes a break-down of expenditure for each month for their area of responsibility. The Finance Manager will meet with the budget holder to provide support in the monitoring of their budget and to update projected expenditure for the remainder of the financial year.

3.12 Budget holders will be expected to manage their expenditure to within 1.5% of their allocated financial resources and will have an opportunity to bid or make easements throughout the year. Should they not manage their expenditure to within 1.5% of the January Allocation they will be require to provide a written explanation to the Accounting Officer.

3.13 The Finance Manager will review and, if required, reforecast the timing of budget expenditure, in order to update the financial information for monthly draw-down of cash.

3.14 The Finance Manager will report on financial performance at Management Team when budget holders will provide assurance to the CEO that they are managing their budget to within 1.5% tolerance and in a manner compliant with Community Relations Council policy.

3.15 The Finance Manager must also perform the month end reconciliation for nominal codes that are mapped to the Statement of Financial Position following the procedures detailed above.

3.16 The management accounts are compiled by the Finance Manager and are submitted to the Chief Executive and other directors during the management team meeting.

3.17 During each management meeting the Finance Manager will submit the management accounts to discuss the current financial position. The Finance Manager will also provide a "budget update" based on the current results. Minutes must be taken at each monthly Management meeting so that there is a record of all key decisions being made.

3.18 The Finance Manager will meet regularly with the Programme Directors to monitor performance against budgets and report to the CEO.

3.19 The management accounts must show budget, actual performance and projected performance. The management accounts must include the variance in values and percentages between the full year budget and the projected performance. An explanation of variances greater than 5% must be included in the management accounts pack and presented to the Board.

Grants Financial Management

3.20 The monthly financial reports required by The Executive Office require accurate cash forecasting. The Finance Manager should reconcile the Grants Management System (GMS) reports with the Sage accounting records by the end of the month. The forecasting templates should be populated with the grants information from the GMS and passed to the Grants Scheme Director for populating with any forecasted payments that have not already been scheduled for payment within the GMS. The completed template should be returned to the Finance Manager by close of business on the last day of the month. This will enable the Finance Manager to prepare the month end Resource Consumption Report for submission to TEO by the second working day of the month. The grants financial management process flowchart at Appendix J outlines the steps involved. The instructions on how to extract the scheduled payments from the GMS, which assist with the financial projections from the GMS, can be found at Appendix K.

Accounting for Grants

Grant Income

3.21 Grant Income is recognised in accordance with the performance model set out in FRS. Income from grants, including Grant in Aid, is recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably. Grant income is recognised as follows:

- A grant that does not impose specified future performance-related conditions on the recipient is recognised in income when the grant proceeds are received or receivable.
- A grant that imposes specified future performance-related conditions on the recipient is recognised in income only when the performance-related conditions are met.
- Grants received before the revenue recognition criteria are satisfied are recognised as a liability.

Grants payable

- Grant expenditure is recorded in the period in which the recipient carries out the activity which created the entitlement. Unpaid and unclaimed grants may represent obligations to be recognised as liabilities where there is evidence of entitlement. Where the amount of

the claim is not known at the Balance Sheet date, an estimate will be made. Overpayments of grants are shown as receivables at the Balance Sheet date.

4. Sponsoring department grant income

General

4.1 The Community Relations Council has two broad sources of income:

a) The Executive Office; and

b) Other income

4.2 The Community Relations Council receives The Executive Office grant income from The Executive Office to cover the costs of:

a) Salaries

b) Other current including:

i) Programme Costs

ii) Administration

c) Grants including:

i) Core Funding for community relations bodies

ii) Pathfinder

iii) Publications Grants

iv) Media Grants

v) Community Relations/Community Development

vi) North Belfast Strategic Fund

d) Depreciation.

e) Capital expenditure.

4.3 The Executive Office income is paid to The Community Relations Council by The Executive Office.

4.4 It is the responsibility of the Chief Executive Officer to ensure that all sponsoring department grant income is received in accordance with the appropriate *'Arms Length Body Budget Allocation Letter'* in force at the time and that the arrangements and conditions for such grant income are met.

Funds awarded

4.5 Each financial year the approved level of funding to be provided by The Executive Office for the succeeding year is confirmed in a Budget Allocation Letter. This should be received by a deadline set by 1st April each year, however this is often dependent on the Department.

4.6 In addition to detailing the grant awarded the letter of award will include a profile of expenditure which provides a breakdown of the maximum amount of grant available under various expense headings.

Grant in Aid

4.7 Grant in Aid will be drawn down throughout the year in instalments to echo The Community Relations Council's expenditure pattern. In this way The Community Relations Council will not carry significant cash balances, which would be an inefficient use of public money. Care must be taken that cash is not drawn down in advance of need.

4.8 Where a need exist Grant in Aid submissions are made in advance based on projected expenditure and adjusted for cash at bank. Care must be taken the cash is not drawn down in advance of need.

Completion of draw down requests

4.9 The Finance Manager is responsible for preparing the draw down requests.

4.10 Each request must be checked by the Chief Executive Officer.

4.11 Following approval of the claim by The Executive Office, Account NI make the transfer of funds electronically, directly into The Community Relations Council's bank account and provide The Community Relations Council with written confirmation of the funds transfer in the form of a remittance advice by email.

5. Other Income

General

5.1 The Community Relations Council generates revenue from the following sources other than The Executive Office grants:

a) Other grant income:

i) Joseph Rowntree Charitable Trust/ Joseph Rowntree Foundation

b) Sundry income.

5.2 It is the responsibility of each programme director to ensure that adequate systems and controls are in place to ensure that The Community Relations Council's Finance Section is aware of those invoices which need to be raised in respect of all services rendered by their department or in respect of the use of any facility offered to clients by The Community Relations Council.

5.3 The Management Statement and Financial Memorandum provides for the power of 'raising money in any manner' to support its strategic objectives.

Other services provided

5.4 It is the responsibility of each Programme Director to ensure that the Finance Manager is informed of any "other services" provided by The Community Relations Council that require invoicing. Only SAGE generated invoices are permitted to be sent to clients.

5.5 When a client requires invoicing for a service provided by The Community Relations Council the relevant Programme Director must provide the Finance Department with the necessary paperwork to produce a SAGE generated invoice.

5.6 The Finance Officer is responsible for generating the sales invoice on SAGE and posting the invoice to the client. A copy of the invoice must be sent to the relevant director for including within their paperwork. All sales invoices must be checked and approved by the Finance Manager before being sent out to the client.

Credit terms

5.7 Standard credit terms offered are 30 days and apply to all customers.

Monitoring of outstanding invoices issued

5.8 The Finance Officer must monitor outstanding account balances on monthly basis and follow up balances where either the credit limit and/or the credit period have been exceeded.

5.9 The Finance Officer is required to run an "aged debt" report on SAGE at the end of the month for review by the Finance Manager should a balance exist on the debtors control, account as part of the management accounts process.

5.10 All debtor balances that have been outstanding for more than three months must be brought to the attention of the Chief Executive Officer together with an action plan to recover the debt.

Monitoring of outstanding grant refunds

5.11 A record of grant refunds is maintained by the Finance Administration Officer and are recorded in the month that they are identified by manual journal by the Finance Manager. The record of grants refunds is aged and reconciled to the nominal ledger as part of the management accounts process and thereby reviewed by the Finance Manager.

5.12 Any grant claims identified as being outstanding for more than one month must be followed up by the Finance Manager and discussed with the Funding and Development Director to ascertain the reason for non-payment.

5.13 All grant claims that have been outstanding for more than three months must be brought to the attention of the Chief Executive Officer together with an action plan to recover the debt.

6. Income receipts

General

6.1 It is the responsibility of the Governance, Admin & Assistant Finance Manager to ensure that adequate procedures exist to ensure:

a) that all receipts are lodged in a complete and timely manner;

b) safe custody of receipts of any kind; and

c) Adequate recording of income.

Post opening procedures

6.2 The post is received each day at Reception where it is opened and date stamped, unless it is marked as private and confidential then the envelope will be date stamped and distributed to the relevant staff member by reception.

6.3 All cheques/cash received must be recorded in the "post received log" which is held in the Company Folder; the post received log must be completed and signed by the person opening the post.

6.4 If other departments inadvertently receive any cheques/cash either directly from clients or via 'private and confidential' post, these must be returned to reception immediately for date stamping and recording in the post book and then forwarded to the Finance Department for registering.

6.5 If a member of staff receives cheques/cash delivered by hand or receives cheques/cash whilst off site they should ensure that full details are recorded in the "post received book".

6.6 Receipts can be issued, if requested, for all cheques/cash received.

Monies received in post

6.7 Reception must forward all cheques/cash received in the post to the Finance Department for recording in the "daily cash book" by the Finance Admin Officer. Once details been recorded in the daily cash book the receipts must be posted onto SAGE by the Finance Admin Officer. On entering the details onto SAGE the relevant entry in the daily cash book must be marked to indicate that it has been posted to SAGE.

6.8 Each month the Finance Manager carries out a reconciliation between the details recorded in the "post received book", "daily cash book" and SAGE to ensure that income receipts have been accurately recorded. The reconciliation must be documented and filed in the management account pack.

6.9 The Finance Admin Officer must lodge all payments received within a week of receipt. There should be a lodgement to the bank at least once a week and should the Finance Admin Officer be on holidays arrangements should be made so that lodgements continue to be made at least once a week if necessary.

Monies received by BACS transfer

6.10 The bank statements are required to be monitored on a weekly basis by the Finance Manager to identify any BACS receipts. Such receipts must then be posted to SAGE.

Gifts (including donated assets) and bequests received

6.11 The Community Relations Council may accept donated asset that are to the benefit of the Community Relations Council. These shall be accounted for in a way consistent with FReM and must be notified to The Executive Office.

6.12 Gifts and Hospitality that are to the personal benefit of the staff must be handled in way consistent with the Community Relations Council's Gifts and Hospitality policy.

6.13 Before accepting a gift, bequest, or similar donation, the Community Relations Council and its staff shall consider if there are any associated costs in doing so or any conflicts of interests arising. The Community Relations Council shall keep a written record of any such gifts, bequests and donations and of their estimated value and whether they are disposed of or retained.

Sundry Income from staff

6.14 Any income received from staff for the purposes of contributing towards general consumables such as tea, coffee, milk and sugar, shall be held separately from other the Community Relations Council funds. Any cash amounts shall be secured in a locked metal cabinet separate to petty cash.

7. Expenditure

7.1 The Community Relations Council's current and capital expenditure form part of TEO's Resource Departmental Expenditure Limits (DEL) and Capital DEL respectively.

7.2 The Community Relations Council's shall not, without prior written approval from TEO, enter into any undertaking to incur any expenditure which falls outside the Community Relations Council's delegations or which is not provided for in the Community Relations Council's annual budget as approved by TEO.

Staff Expenditure

7.3 Subject to its delegated levels of authority the NICRC shall ensure that the creation of any additional posts does not incur forward commitments which will exceed its ability to pay for them.

Pay and conditions of service

7.4 The staff of the NICRC, whether on permanent or temporary contract, shall be subject to levels of remuneration and terms and conditions of service (including superannuation) within the general NICS pay structure as analogous to TEO. The NICRC has no delegated power to amend these terms and conditions.

7.5 Current terms and conditions for staff of the NICRC are those set out in its Employee Handbook. The NICRC shall provide TEO and DOF with a copy of the Handbook and subsequent amendments.

7.6 Annual pay increases of NICRC staff must be in accordance with the annual FD letter on Pay Remit Approval Process and Guidance issued by DOF. Therefore, all proposed pay awards must have prior approval of TEO and the Minister of Finance before implementation.

7.7 The travel expenses of Board Members shall be tied to Departmental rates. Reasonable actual costs shall be re-imbursed.

7.8 The NICRC shall operate a performance-related pay scheme which shall form part of the annual aggregate pay budget approved by TEO / the general pay structure approved by TEO and DOF

8. Purchasing policy

8.1 The purchasing policy of The Community Relations Council is set out in the Procurement Policy which is a detailed policy designed to provide management, staff and buyers with guidance when conducting procurement exercises.

8.2 Guidance can be sought from the Central Procurement Directorate (CPD) in any procurement exercise. CPD and the framework agreements are the first point of contact. This will ensure that the tendering process will follow current latest CPD guidance. This will allow adherence to best practice in regard to the correct processing of tenders and required timescales.

8.3 The policy seeks to purchase all its goods and services ethically with regard to the need to promote equality of opportunity and sustainability in its procurement process, whilst ensuring that they are both required and suitable for carrying out the purposes of the Community Relations Council. The Community Relations Council aims to ensure that the best value for money (Vfm) is being obtained and that its resources are being used to the greatest benefit.

8.4 The Governance, Admin & Assistant Finance Manager is responsible to provide advice and guidance on all aspects of purchasing. The Finance Manager will keep expenditure under constant review so that new opportunities for improving performance, whether it is through using new suppliers, or negotiating new framework contracts, can be taken.

Disposals

8.5 Like all organisations, The Community Relations Council needs to dispose of waste, scrap and surplus materials and obsolete equipment. Many of these items have some residual value; others on the other hand, will incur costs in their safe and legal disposal. All such materials for disposal must be advised to the HR Manager who will arrange, as appropriate, for their safe and secure collection and storage, and sale for recycling or for further use, appropriate disposal, etc.

8.6 The Governance, Admin & Assistant Finance Manager is responsible for ensuring that all information storage devices, from computers to filing cabinets, are disposed of in line with The Community Relations Council's security policies.

8. 7 Occasionally, it may be appropriate that items of no further use to the organisation are donated for charitable use. Such suggestions must be made through the Finance Manager and must be subject to approval by the Chief Executive.

9. Ordering of goods and services

General

9.1 The purchasing policy of The Community Relations Council is set out in the Procurement Policy which is a detailed policy designed to provide management, staff and buyers with guidance when conducting procurement exercises.

9.2 There must be an adequate separation of ordering and purchasing duties. For example, staff responsible for placing orders with suppliers will not also be responsible for payment to suppliers.

Ordering

9.3 Purchase orders or contracts must be raised and approved in advance of any spend or commitment to spend with a Supplier.

9.4 The purchaser and the approver must be identifiable from the Purchase Order.

9.5 Employees are only permitted to complete purchase orders or commit to contracts for amounts which come within the parameters of their financial authority. These parameters are set out in detail in the CRC procurement policy. A summary of those authorities is set out in Section 7 of the Procurement Policy.

9.6 In no circumstances are orders to be broken down to allow for authorisation at a lower level than that required for the aggregated order value.

9.7 Purchase orders or contracts entered into must not be raised unless the individual is satisfied that the necessary budget cover exist and that the finance necessary if available within the appropriate budget at the level paragraph 2.2 above.

9.8 Purchase orders are raised using an official The Community Relations Council pre-numbered order form. The Directorate of Finance, Administration and Personal shall only be permitted to hold a log of pre-numbered orders.

9.9 The purchase order must be completed by the person placing the order and must include a clear description of the goods required, the quantities thereof and the order price. Where appropriate, the required delivery date is also recorded.

9.10 All orders for goods or for services that are expedited by telephone must be confirmed in writing by the issue of a purchase order signed by person who placed the order. A purchase order number must be quoted to the supplier at the time of the placing of the order by telephone.

9.11 Purchase orders for goods and services below £5,000 must be supported by two quotes or if not possible a price check with written explanation why a second quote was not available. Purchases orders without with a price check or two quotes must be authorised by the CEO and reported to the Audit and Risk Assurance Committee.

9.12 Purchase orders for goods and services greater than £5,000 and less than £50,000, excluding IT and capital projects, must be supported by a competitive tendering managed by a member of staff who has completed the CPD training for procurements between £5,000 to £50,000. At

present the Finance Manager and Governance Admin & Assistant Finance Manager have completed the necessary training to lead on procurement exercises less than £50,000.

9.13 Special rules exist for ordering capital items, construction projects, consultancy services and Direct Award Contracts. These are detailed in the Community Relations Council's Procurement Policy however staff must seek the advice of the Governance, Admin & Assistant Finance Manger before proceeding with any of these categories of expenditure,

9.14 Purchase Orders are issued and tracked by the Finance Administration Officer and recorded in the Purchase Order log. Obtaining a purchase order should not be taken as an approval for expenditure.

Receipt of goods or services

9.15 On receipt of goods the quantities and quality must be checked against the purchase order of the purchase order and any discrepancies notified immediately to the supplier either for replacement or for rectification.

9.16 In the event of the part fulfilment of the order, the receiving department will normally hold the delivery documentation until full delivery of the order is made.

9.17 If the original purchase order is to be changed in terms of quantity or cost the amendment to the Purchase Order must be approved at the appropriate level.

10. Invoice Approval and Payments

General

10.1 It is the responsibility of the Governance, Admin & Assistant Finance Manager to ensure that adequate procedures exist to ensure that:

1. there is proper authority for all services or the goods supplied;
2. the service or the goods supplied has been performed or has been received before making payment;
3. the charge accords with the terms of the order or the contract and is arithmetically correct; and
4. payment has not already been made.

Post opening procedures

10.2 The post is received each day at Reception where it is opened and date stamped, including items marked as private and confidential, and distributed to the relevant staff members by Reception. Once date stamped all supplier invoices received must be passed to Finance Admin Officer for processing.

10.3 If other departments inadvertently receive any supplier invoices these must be returned to reception immediately for date stamping before being passed to finance.

Invoice approval

10.4 All invoices received must be matched to their corresponding purchase order and, if applicable, supplier's delivery docket/service sheet by the Finance Administration Officer.

10.5 Discrepancies between the Purchase Order and the invoice will be resolved by Finance Administration Officer in the first instance. If the discrepancy requires technical, professional or specialist knowledge the Finance Administration Officer must seek and receive the support of the purchaser.

10.6 All physical invoices are coded with the SAGE nominal code and departmental code as well as endorsed using the recognised checking stamps prior to posting on SAGE by the Finance Administration Officer on receipt.

10.7 The member of staff who approved the purchase order must confirm receipt of the goods or service to quality/standard expected. If the purchase order has been approved by the Board, then the CEO may approve invoices. For purchases less than £1,000 that have been approved by the CEO then Finance Manager may approve and report all purchases to the CEO monthly. This authorisation is the critical step in authorisation an invoice to go forward for payment.

10.8 Ensuring each supplier has a supplier account on SAGE ensures that payments can be traced, and it reduces the possibility of paying a supplier twice.

Credit note approval

10.9 All credit notes must be passed to the Finance Manager for 'approval' that 'ok to credit' to the relevant Supplier Account. The Finance Manager should sign and date the approval.

Invoice Payment Approvals and Authorisation

10.10 In order to meet the Prompt Payment Policy, the Finance Admin Officer will pass all invoices to the relevant directorate for approval on receipt of the invoice. When an invoice is received, the Finance Admin Officer will share the invoice with the purchaser for their review and approval. This ensure that the items/services have been received, and that the invoice can advance to payment stage. When all elements of the checking by the purchaser has taken place, and approval saved in on the system, the invoice is ready for processing.

10.11 The Finance Admin Officer will then review all of the paperwork associated with the invoices and complete a 'Procurement Confirmation' form, held on Excel, for the specific payment date. This form includes the following details:

- Supplier Name
- Amount
- Purchase Order Number
- Purchase Order Date
- Purchase Order Amount
- Purchase Order Raised by (staff member name)
- -Purchase Order Approved by (authoriser name)
- -Two quotes (details of whether two quotes were necessary and whether they were evidences
- Details of the two signatories signing off the payments

This process provides additional assurance for the signatories that the Procurement Process was followed correctly.

10.12 The Community Relation's Council's suppliers are entitled to receive their payments within the payment terms, provided their goods or services have met CRC's contractually agreed specifications. Unreasonable delaying of payment does not benefit CRC financially and can

cause significant cash-flow problems to suppliers, especially if they are smaller firms. In addition, it generates unnecessary and unpleasant administrative burden in dealing with irate suppliers and erodes the atmosphere of mutual trust which CRC is trying to establish.

10.13 Once the invoice has been approved as per paragraph 10.10 the payment should be processed onto SAGE and onto the banking online system by the Finance Administration Officer.

10.14 The terms for payment, if specified in the contract or purchase order for goods and service must be referred to in deciding the exact timing of payments

10.15 Often, CRC's ability to pay invoices and grants will be limited by any Departmental Cap on spend or the late received of the drawdown.

10.16 Bacs payments for invoices or transactions must be signed/authorised by two authorised signatories,

10.17 The Finance Admin Officer will maintain a DFAP Finance-Procurement folder with Purchase Orders, supporting documents and authorisations.

10.18 The Finance Admin Officer will then create a payments folder in the DFAP-Finance-Payments folder. This Payments folder will be dated with the day that payments will be made. Within this folder will be the invoice and a link to the original PO/Supporting document folder. The Payment folder will also contain the 'Procurement Confirmation' form.

10.19 The Finance Admin Officer will then produce a 'Sage Report' and a 'Sage Aged Creditors Report'. These two documents will be placed into the Payments folder for the relevant date. These reports are the most important to provide signatories with, as it shows that the invoices have not yet been paid and that the payment being signed off on can be linked back to the invoice itself on the SAGE system and the bank .

10.20 The Finance Admin Officer will send an email to the two signatories, with a link to the payments folder. That email will contain provide assurance that the payments have been reviwed.

10.21 In order to meet the Prompt Payment policy, the Finance Admin Officer will pass all invoices to the relevant directorate for approval on receipt of the invoices. When all elements of checking as specified by the stamp have been carried out and evidenced by initials (with exception of the last two categories) and the expenditure coding has been written on the face of the invoice then the invoice is ready for authorisation.

Verification of Change of Supplier Payment Details

10.22 In line with FD (DOF) 19/11, any change to supplier payment details should not be made using the details on the document/letter requesting the change but should be completed once verified using existing contact details held on file or via an independent search.

Cheque payments

10:23 No cheque payments are made by CRC. ALL payments are now made by BACS

BACS payments

10.24 Each BACS payment is set up by the Finance Administration Officer who is permitted to 'set up' the BACS but cannot authorise the payment as they are not authorised signatories.

10.25 When authorising BACS payment, the permitted bank signatory must inspect the invoice/supporting paperwork and initial as evidence of it being satisfactory for payment as set out in paragraphs 7.4 to paragraphs 7.17. In order to process the payment, the authorised signatory must log onto the Danske Bank -BACS system using their higher-level access code and then digitally authorise the payment.

10.26 BACS payments can only be authorised by two of the individuals authorised to approve BACs payments and there is no limit to each BACS run.

10.27 Following payment the BACS reference must be written on face of any hard copy invoice and then the invoice must be filed in alphabetical order.

Supplier statement reconciliations

10.28 Supplier statements will be reviewed at the end of each month by the Finance Administration Officer. Any discrepancies must be investigated by the Finance Administration Officer with the supplier and if necessary, brought to attention of the Finance Manager.

10.29 Supplier reconciliation will be required if the supplier account is identified as having problems. Indicators include:

- Missing Invoices
- Late invoices
- Unrecorded Payment

10.30 These will be brought to the attention of the Finance Manager through the review of the management accounts with the Finance Officer. Should the Finance Manager consider it necessary he will instruct the Finance Admin Officer to arrange for the preparation of documented supplier reconciliations to be completed and actions plans prepared for differences. Each reconciliation and action plan will be reviewed by the Finance Manager through the management accounts.

11. Grant payments

General

11.1 It is the responsibility of the relevant Programme Director to ensure that adequate systems and controls are in place within their department to ensure:

a) there is proper authority for the authorisation of grant payments; and

b) the payments of grants are in accordance with the terms included in the letter of offer.

11.2 Each grant schemes must follow their own procedure manual in the processing of grant applications.

Grant applications

11.3 All grant applications received by The Community Relations Council must be date stamped by Reception and passed to the relevant programme Administrative Officer. The Administrative Officer is responsible for:

1. setting up the application file;
2. recording the grant application details on the central database;
3. issuing the application with a unique identification number; and
4. issuing a grant acknowledgement letter to the applicant.

11.4 Grant applications are processed by the relevant Programme Team and depending upon the criteria is either deemed successful or rejected. The Administrative Officer is responsible for updating the database based on the decision made. If an application is successful a "letter of offer" and two "funding agreement forms" are issued to the claimant. The letter of offer details the grant awarded and the funding agreement form details terms and conditions of the award.

11.5 Once the above forms are completed by the claimant and returned to The Community Relations Council, they are date stamped by Reception and passed to the relevant programme Administrative Officer. The Administrative Officer is then responsible for recording the claimant's bank details on the central database.

Payment of grants

11.6 Once a grant claim has been properly verified and checked it is the responsibility of the relevant programme Administrative Officer to prepare a "programme payment sheet" (see Appendix B) which must be authorised by the relevant Project/Development Officer.

11.7 Payment of grants can only be authorised after checking all conditions have been met. Following completion of the payment authorisation form the application file is passed to the Finance Department to process the payment.

11.8 The Finance Administration Officer is responsible for processing grant payments on the central database and on SAGE following receipt of an application file which contains a completed payment authorisation form.

11.9 The Finance Administration Officer will present to the authorised payment signatories:

1. Grant files ready to be paid;
2. Days Book: Bank Payments (Detailed) from SAGE;
3. List of BACS payments per Banking Online System

11.10 In general all grant payments are paid by BACS. The Finance Administration Officer is responsible for setting up the BACS payment which must then be authorised.

11.11 Following authorisation of the BACS payment the Finance Administration Officer must update the award status on the central database, issue a payment letter and post the payment to SAGE. The application file must then be passed to the relevant Administrative Officer for filing.

12. Payroll

General

12.1 It is the responsibility of the HR Manager to ensure that adequate procedures exist to ensure that:

- salaries are only paid to those staff who are entitled to receive them and in accordance with contracts of employment;
- appropriate changes to payroll are entered for all starters, leavers and pay amendments on a timely basis; and
- Salaries are correctly calculated and properly authorised.
- The HR Manager is also responsible for ensuring that adequate procedures exist to ensure that:
- appropriate changes to payroll for all starters, leavers and pay amendments where necessary are forwarded to the pension scheme; and
- Salaries are correctly coded in the accounts.

Salary

12.2 Salaries are set out in employee contracts at the beginning of service and increases are applied in line with the civil service pay scales following approval of the pay remit submission by the Department of Finance.

12.3 A staff appraisal system is in place. The appraisal system has no impact on the monthly payroll since it does not incorporate any form of payment linked to employee performance, however, this can be used to support salaries submitted with the Pay Remit to The Executive Office annually.

Pension

12.4 All Community Relations Council staff are entitled to join the Northern Ireland Local Government Officers Superannuation Scheme.

New employee

12.5 On completion of the recruitment process and the new employee has accepted the contract, the new employee must then be added to the HR Manager's "payroll spreadsheet".

Annual Reviews

12.6 The first payroll spreadsheet maintained by the HR manager on excel will be presented to the CEO for the first month of each financial year, for review and approval. The payroll will reconcile gross salaries to the NICS PayScale's being applied. The same payroll report will be updated at the final payroll for the financial year to include the actual expenditure and a variance analysis between actual and expected for the CEOs review and approval.

Monthly payroll

12.7 The HR Manager maintains a payroll spreadsheet on excel, each month the previous months payroll sheet is updated for the current month. This is then amended to take into account any starters, leavers and pay increases that occurred during the month. Around the 12th of each month the HR Manager must forward the payroll spreadsheet to the Finance Manager for review.

12.8 If any amendments to the payroll spreadsheet are required the Finance Manager must instruct the HR Manager to make them. The review of the payroll spreadsheet and any changes made must be documented and filed in the monthly payroll file.

12.9 Payroll services are outsourced to a third-party provider.

12.10 Once the payroll spreadsheet is approved by the Finance Manager, the HR Manager must email a password protected copy to the payroll services provider.

12.11 All permanent changes in salaries, for example annual pay increases and promotions, must be authorised by the Chief Executive. This authorisation must be evidenced by way of an email or by countersigning the payroll spreadsheet and a hard copy must be retained in the monthly payroll file.

12.12 Payroll services process the monthly payroll file using their payroll software: current CINTRA payroll. The payroll files are then emailed to the DFAP team.

12.13 In advance of the review by the CEO the Finance Manager will prepare a reconciliation between the total cost to the employer shown in the CINTRA payroll report *'Reconciliation Report'* to the amount to be paid analysed by the component parts.

12.14 The pay roll component payments include:

1. *Net Salaries*
2. *Income Taxes*
3. *National Insurance Contribution (Employer and Employee)*
4. *NILGOSC Pension Payment (Employer and Employee)*
5. *Car Parking*
6. *Union Fees*

12.15 Once the Finance Manager has received the Salary Reports provided by the third-party payroll service, they will complete a full review. The Finance Manager will produce a new Gross to Net Report, which will follow the same order that the salaries will be submitted onto the banking system.

12:16 The Payroll Reports and Gross to Net Report will then be shared with the Finance Admin Officer to submit the bank and the Finance Manager will upload to SAGE.

12:17 The Finance Manager will review the bank pending salary payments. When the salaries have been reviewed and are found to agree with the Reports, the Finance Manager will instruct the Finance Admin Officer to complete the LGS6 NILGOSC form, confirming details of the pension.

12:18 The Salary Reports will then be shared with the CEO for review and approval. When the CEO has provided her approval, they will be instructed to sign in to the online banking system and approve the payments on the system. The second signatory will then be provided with the Reports and instructed to complete their authorisation on the bank.

12.19 Payroll services will upload payslips to the online platform for staff members to access.

12.20 Once payroll is processed though banking online the signed reconciliation, pay roll reports and supporting documentation are saved into the payroll folder on the server as single file by the Finance Administration Officer.

12.21 Only the most up to date versions of the payroll reports received from the payroll provider can be retained for data interrogation and audit trail purposes.

12.22 As part of the management accounts process the Finance Manager will prepare a reconciliation of Employers Total Cost (CINTRA Payroll) to the SAGE Payroll Nominal Codes and to the Year-to-Date Staff Cost and Chairs Fees on the Income and Expenditure Account. The reconciliation will be reviewed by the CEO.

12:23 Once the payments have been made, the Finance Admin Officer will share the LGS6 NILGOSC Form with the Finance Manager. The Finance Manager will have until the 14th of the next month to upload the details onto the NILGOSC system. Once the upload has taken place, a notification will be send from NILGOSC to the Finance Manager, the HR Manager, and the Governance Manager.

13. Use of The Community Relations Council credit cards

13.1 The Community Relations Council acknowledges that circumstances may arise when Community Relations Council management consider it appropriate to use the Government Procurement Card (GPC) as a means of payment. These circumstances may include making payment for a number of low value items in the same period at the same time or where a credit card is the only available option of payment. However, as well as having certain advantages, the use of the GPC can also result in increased risks to Community Relations Council. Therefore, although it is policy to allow the use of such cards, it is envisaged that such usage will be limited both in terms of card holders and transactions processed.

13.2 The issue and use of credit cards are regulated by guidance from the Department of Finance in either DAO (Dear Accounting Officer) or DPO (Dear Principal Officer) letters, particularly FD (Doff) 11/16 'Issues and Use of Payment Cards' and Managing Public Money Northern Ireland (MPMNI). This policy is drafted to be consistent with this guidance.

13.3 Expenditure incurred by GPC will be subject to the same rules and levels of controls that apply to other methods of public spending as contained within GPC procurement policy. Full documentation must be retained on all transactions.

13.4 GPC provides more security and control than the typical corporate and personal credit card and a number of additional benefits as outlined in FD (Doff) 11/16.

13.5 Guidance on the use of the GPC card is contained in FD (Doff) 11/16 and MPMNI. The following controls are in place to ensure that credit cards are managed effectively:

- Issue of cards:. Only the Governance, Admin & Assistant Finance Manager is permitted, where appropriate, to have a GPC card.
- Terms and conditions for use of GPC cards should be made clear to credit card holders who will sign that they have accepted and understood these terms.
- GPC cards should not be used for personal expenditure (i.e. private personal expenditure not incurred for business reasons), and any such use is a disciplinary offence.
- Cards should not be used for cash withdrawals
- Cards should be kept in CRC's safe, in the DFAP Office at all times, and should never be taken home by any staff members.
- There should be adequate separation of duties particularly between ordering and payment functions, and in the checking, validation and payment of each GPC card bill.
- There should be a full audit trail from ordering to payment of the bill. All payments for purchases should be supported by vouchers and receipts that should be attached to the GPC card statement. All employee expenses must be evidenced by original receipts.
- Payments should be made to the GPC card company within the interest-free period.
- Payment systems which manage the risk of supplier error or fraud should be established and utilised and there should be adequate procedures to manage the risk of unauthorised use of such cards.
- All credit card transactions should be reviewed by the Finance Admin Officer and the Finance Manager as part of the monthly management accounting process.
- Credit card transactions should be recorded onto the financial management system at the time the transaction is created.
- Internal audit service should consider compliance with these controls in developing their annual audit plan.

14. Bank Account Management

The Community Relations Council's bankers currently are:

Danske Bank

Donegall Square West

Belfast

BT1 6JS

Co Antrim

14.1 The Community Relations Council will act to ensure compliance with the requirements of Annex 5.7 of MPMNI. In particular, to ensure that the arrangements safeguard public funds and that their implementation ensures efficiency, economy and effectiveness.

14.2 The Finance Manager , reporting to the CEO, will ensure that:

- these arrangements are suitably structured and represent value-for-money, and are reviewed at least every two years, with a comprehensive review, usually leading to competitive tendering, at least every three to five years;
- sufficient information about banking arrangements is supplied to The Executive Office's Accounting Officer to enable the latter to satisfy his/her own responsibilities (Section 3.2 of the Management Statement);
- the NICRC's banking arrangements shall be kept separate and distinct from those of any other person or organisation; and
- Adequate records are maintained of payments and receipts and adequate facilities are available for the secure storage of cash. As the Community Relations Council is not permitted to borrow finance, all reasonable steps will be made to ensure that the account will be maintained in an in-funds position.

14.3 The Accounting Officer is responsible for the public funds under her control, it is the intention not to allow large in funds balances to accumulate in the current account but to minimise the bank balance without going overdrawn.

14.4 Banking arrangements shall be kept separate and distinct from those of any other person, NDPB or other organisation.

Banking Record Records

14.5 Adequate records must be maintained of payments and receipts. The record for the payments will be a cheque journal or cheque listing. Receipts are currently the monthly grant-in aid draw down which will be recorded in the bank account.

14.6 Bank Statements will be retained in electronic format and saved in on the server in line with CRC document retention policy.

14.7 The current bank account will be reconciled using the above records, with the General Ledger Bank Account Balance on a monthly basis.

15. Financial Record Keeping

15.1 SAGE has a nominal list and department codes that have been tailored to meet the needs of The Community Relations Council by means of a Chart of Accounts. The Nominal List must be reviewed and amended periodically by the Finance Manager so that any additional codes required for new projects are added to ensure that receipts and payments are posted to the correct accounts.

15.2 All journals must be documented on a Journal Entry Form (see Appendix E), supported by appropriate back up and must be signed by the CEO before being posted.

15.3 All journal entry forms and supporting paperwork must be filed in journal number order in the Journal File; this file is stored in the Finance Manager's Sharepoint Folders.

15.4 At the end of each month the Finance Manager must review SAGE to ensure that only authorised journal entries have been posted on SAGE.

15.5 All nominal codes mapped to the Statement of Financial Position must be reconciled each month and reviewed by the Finance Manager as part of the management accounts process.

Finance Records

15.6 It is a fundamental principle of good financial management that a record is kept of all the transactions in an entity which result in a liability or a right to receive a benefit. Additionally, a record should be kept of the resulting transfer of funds into or out of the entity. The process of recording these transactions should be undertaken regularly and ideally on the same day as the transaction has incurred.

15.7 The Community Relations Council will adhere to this policy for all items of expenditure. However, as the Community Relations Council currently has only small income transaction, which is reflected in the bank current account, it is not currently considered necessary to maintain a cash receipts book.

15.8 The Community Relations Council will develop and regularly update accurate financial records pertaining to the procurement and payment processes. These records will be easily cross-referenced by the Purchase Order number (where relevant) and will assist in the provision of an audit trail for the purpose of financial management and audit.

15.9 Proper accounting records will be kept and stored for a period of six years from the end of the financial year to which they relate. The accounts systems are based around computer facilities, using SAGE Line 50 System and Excel, but manual/paper records will also be used if appropriate.

15.10 The Finance Manager is responsible ensuring that the financial activities of The Community Relations Council are accurately recorded on SAGE. SAGE is a fully integrated accounting package which must be used by the Finance department to record all of The Community Relations Council's financial transactions to allow the financial position of The Community Relations Council to be accurately monitored throughout the year.

15.11 All entries to SAGE must be from primary sources such as sales invoices, purchase invoices, grant claims and grant payment authorisation forms. The only exception to this is journal entries. The Finance Manager is responsible for the posting of all journal entries

15.12 All nominal codes mapped to the Statement of Financial position must be reconciled and reviewed each month by the Finance Manager as part of the management accounts process.

The Purchase Order Register

15.13 The procurement ledger will maintain a full record of any procurement including:-

- Purchase Order reference number
- Date Purchase Order Raised
- Name of Creditor / Supplier
- Description of Item
- Amount (inclusive of VAT)
- % of goods/service has been received.
- Nominal Code invoice to be code to
- Department Code invoice to be coded to

15.14 The purchase order register will be updated by the Finance Administration Officer at each stage of the procurement process for goods and services. All corrections and adjustments or matters to be followed up on will be clearly noted in a written "Notes" section in the procurement ledger giving reasons for them, with supporting documentation where available and should be marked as cleared when resolved.

15.15 The Purchase Order Register will be reviewed each month by the Finance Manager to confirm its accuracy and completeness.

SAGE Financial Management System

15.16 All invoices should be processed onto SAGE at the time of receipt by the Finance Administration Officer.

15.17 The financial management system will maintain an accurate up-to-date record of invoices for goods / services received and used by the Community Relations Council and will detail all purchase invoices not yet paid.

15.18 Daily backups of the financial management system are saved to Sharepoint at DFAP - Finance - Finance\Financial Year[date]\Sage Back Ups\Sage Backups by the Finance Administration Officer. The system is also backed up to the server on a daily basis.

15.19 All corrections and adjustments will be clearly noted by written 'Journal' giving reasons for them, with supporting documentation where available and necessary. The journals will be prepared and posted by the Finance Officer and filed in the monthly management accounts file.

15.20 All journals must be reviewed by the Finance Manager before being posted onto SAGE.

15.21 The management accounts pack will contain a list of all manual journals for the period under review to be reviewed and evidenced by the CEO.

Cheque Journal

15.22 A log must be kept of Cheques received. Details to collect include:

- Date
- Cheque No
- To
- Details
- Inv No.
- Inv Amount
- Amount

Accruals and Prepayments

15.23 The Community Relations Council recognise the risk inherent in accruals given their subjective nature and therefore seek to expense them at the earliest opportunity and to report them to The Executive Office as required.

15.24 A schedule of accruals and prepayments will be maintained by the Finance Manager and be updated monthly. The schedule should detail:

- Reference to source documentation (e.g. invoice/calculation)
- Current Date
- Start Date
- End Date
- Amount Incurred
- Amount Deferred
- Nominal Code
- Amount to be charged in current month

15.25 The above schedules are used to reconcile to prepayments and to each of the accrual's nominal codes below.

15.26 Accruals are classified in the nominal ledger as follows:

- Current Year Accruals – Grants Accruals
- Current Year Accruals – Other Accruals
- Prior Year Closing Accruals – Grants Accruals
- Prior Year Closing Accruals – Other Accruals

16. Travel and subsistence

16.1 Employee and Council and Committee members travel, and subsistence claims are prepared using The Community Relations Council's standard expenses claim form (see **Appendix D**).

16.2 Mileage rates must be applied in accordance with those used by the Northern Ireland Civil Service that are as follows:

a) Up to 10,000 miles 45p; and

b) Over 10,000 miles 25p.

16.3 A summary of the subsistence allowance and allowable accommodation cost is shown in the table below. All cost are maximum and must be supported by receipts

Subsistence Allowance	
More than 5 hours and also more than five miles from the duty station	£4.25
More than 10 hours and also more than five miles from the duty station	£9.30
Elsewhere in UK and ROI (including London)	£18.30
Accommodation	
London and Republic of Ireland	£120
Elsewhere in UK and ROI	£80

16.4 Travelling and subsistence must also be applied in accordance with Northern Ireland Civil Service guidelines.

16.5 All journeys from the CRC Office to Stormont Buildings should be claimed at 15 miles return.

16.6 Staff are required to use online Google Maps to calculate distances for all other journeys

16.7 If staff are travelling from home to a work-based visit or meeting then the travel claim should reflect the shorter of the distances from home to venue or from the CRC office to the venue.

16.8 Before an expenses claim form can be submitted to the Finance Department for payment it must be certified by line managers or where this is not possible someone senior to the claimant within the claimant's department. Supporting vouchers must be attached for all actual expenses claimed such as taxi fares and car parking.

16.9 The person certifying the expenses claim form confirms that, to the best of his/her knowledge and belief, the facts given in the claim are correct, the expenses were actually and necessarily incurred on the official business of The Community Relations Council in the most economical manner and that any allowances claimed e.g. mileage, comply with The Community Relations Council's regulations. Once certified, the expenses claim must be forwarded to the Finance Admin Officer by the signatory for payment.

16.10 The Finance Administration Officer is responsible for posting staff expenses onto SAGE by means of a bank payment in the Bank Module.

16.11 Staff expenses are paid by BACS following the same procedures noted in Section VII.

16.12 All expenses claims should be submitted on a timely basis to ensure monthly management accounts are as accurate as possible. Claims for expenses incurred more than 3 months before the submission date may be rejected.

16.13 CRC require the name of the employee to promptly and accurately process travel and subsistence payment. No other personal information is required as part of the claim.

17. Petty Cash

CRC does not maintain a petty cash facility. All small purchases are made through the PO/Supplier route using SAGE.

18. Fixed Assets

General

18.1 Tangible fixed assets comprise of Building improvements and fixture, fittings and IT equipment.

18.2 It is the responsibility of the Finance Manager to ensure that adequate procedures exist to ensure:

1. fixed assets are depreciated in accordance with the accounting policies stated in the annual accounts;
2. a fixed asset register is maintained and updated on a timely manner to reflect additions and disposals;
3. disposals of fixed assets are identified and the profit/loss on disposal is correctly calculated; and
4. all capital expenditure is capitalised.

Depreciation policy

18.3 The Community Relations Council's depreciation policy is "*Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset on a straight-line basis as follows:*

1. building improvements – 10 years;

2. fixtures, fittings and IT equipment – 5 years"

Fixed Asset Records

18.4 The Community Relations Council maintains a fixed asset register on SAGE. The Finance Manager is responsible for the day-to-day maintenance of the Register.

18.5 The fixed asset register is reconciled to the nominal ledger fixed assets at cost and fixed assets accumulated depreciation each month and included in the management accounts pack for review by the Finance Manager.

18.6 The fixed asset register is referenced to the physical asset by fixed asset tags. A 'stock-take' of the fixed asset register is completed at year end by the Finance Manager.

18.7 Approval for all disposal of fixed assets should be sought from the Chief Executive and reported to The Executive Office and Board. Once approved the asset should be removed from the Register using the Fixed Asset Register module in SAGE. Capitalisation policy

18.8 The capitalisation policy of The Community Relations Council is as follows:

a) **building improvements** – all expenditure that has been incurred in respect of a building improvement project in excess of £500 is required to be capitalised. All other expenditure on buildings must be treated as maintenance and written off as such in the period in which the expenditure is incurred; and

b) **fixtures and fittings and equipment** – all expenditure on individual units of plant and machinery, fixtures and fittings and ICT equipment with a purchase price in excess of £500 is required to be capitalised. All other expenditure of this nature must be treated as repairs or as consumables and written off as such in the period in which the expenditure is incurred.

c) **Intangible Asset -** Software licences for internal recording and reporting systems and other software, e.g. website is capitalised as intangible assets. All intangible assets are amortised over their useful life. The minimum level of capitalisation of an intangible asset is £500

18.9 The capitalisation policy can only be changed after appropriate discussion with The Executive Office and

19. Security and maintenance of financial information

General

19.1 The security of financial information and records is the responsibility of the Governance, Admin & Assistant Finance Manager.

Security of financial records

19.2 Current financial information must be stored on the Sharepoint File Folders.

19.3 The IT Assistant is responsible for ensuring that the Server is backed up daily as part of the network back up.

19.4 Financial records relating to the activities of The Community Relations Council must be held for a period of six years from the end of the financial year to which it relates unless otherwise agreed by the Finance Manager and authorised in writing by the Chief Executive Officer. Archived documents must be stored with the Oasis Group Unit 9A Silverwood Business Park, 70 Silverwood Rd, Craigavon, Northern Ireland BT66 6SY.

19.5 Access to SAGE must be controlled by the IT Assistant in conjunction with the Finance Manager by means of passwords and restricting user tables so staff members only have access to the functions they need to use.

19.6 SAGE data files must be backed up daily and the back-up held on the Sharepoint systems.

Banking Online BACS

19.7 Banking Online BACS is located on each of the authorised signatories PC's, each authorised signatory has their own user ID and password. The Finance Manager and Finance Admin Officer also have access to Danske Bank BACS; however, they can only set up the BACS payment run which then needs to be authorised by one of the authorised signatories.

20. Fraud

20.1 There is an obligation on the Chief Executive and on the Board of The Community Relations Council to advise the Executive Office and the NI Comptroller and Auditor General of all discovered frauds (proven or suspected) within The Community Relations Council, which is perpetrated by members of its own staff, by its clients or by its suppliers.

20.2 Responsibility for managing fraud risk rests primarily with the Chief Executive and with the Management Team. The Chief Executive and the Senior Management Team are therefore responsible for the on-going development and the maintenance of effective controls to prevent fraud in The Community Relations Council and to ensure that if fraud does occur it is detected promptly.

20.3 The Community Relations Council has developed a comprehensive Fraud Policy and Fraud Prevention Plan. This document is available from the Directorate of Finance, Administration and Personnel or the Companies Server.

21. Audit and Financial Reporting

2.1 The Community Relations Council's financial year is from 1st April to 31st March. Annual accounts will be submitted for external audit by the Northern Ireland Audit Office, prepared under FRS 102 Statement of Recommended Practice for Charities with additional disclosures to ensure compliance with UK Governments' Financial Reporting Memorandum, Managing Public Money Northern Ireland and any other relevant accounting conventions. Final accounts should be reviewed by the Board The laying of the accounts and annual report, along with its publication, shall be in accordance with MPMNI.

21.2 The Accounting Officer shall establish and maintain arrangements for internal audit in accordance with the Government Internal Audit Standards (GIAS). An internal audit programme will take place annually. The Council shall outsource internal audit arrangements in line with DAO (DOF) 01/10 Internal Audit Arrangements between Departments and Arm's Length Bodies following a full tendering process which will take place on a regular basis. The Council will provide The Executive Office with the terms of reference for internal audit service provision and shall notify The Executive Office with any subsequent changes to the terms of reference. The Accounting Officer shall consult TEO to ensure that the latter is satisfied with the competence and qualifications of the outsourced Internal Audit Service and that the requirements for approving the appointment are in accordance with GIAS and relevant DOF guidance.

21.3 Recommendations from Internal Audit Reports and the Report to Those Charged with Governance will be implemented by the Issue Owners within agreed timescales. The Audit and Risk Assurance Committee and TEO will be provided with internal audit reports and will review recommendations and actions.

21.4 Following filing of the Annual Report and Accounts with Companies House and being laid with the NI Assembly the audit file will be reviewed by the Finance Officer to identify personal information. That information will be extracted, shredded and replaced with a document detailing the file path to the original document.

22. Losses and Write-Offs

22.1 Losses and write-offs may arise for a number of reasons and from a variety of sources as noted in Annex A4.10 of MPMNI. Although the Community Relations Council will use its best endeavours to avoid losses, these may arise from circumstances which are unavoidable or beyond the organisation's control. This policy recognises that fact.

22.2 The Community Relations Council's loss and write-off policy outlines how the Community Relations Council will deal with writing off losses

Writing-off losses

22.3 The Community Relations Council will only consider writing off losses after careful appraisal, and after the Community Relations Council is satisfied that there is no feasible alternative. Losses shall not be written off by the Community Relations Council until all reasonable attempts to make a recovery have been made and proved unsuccessful.

Losses records

22.4 The Community Relations Council will maintain a record of losses, in which losses of all kinds should be recorded as soon as possible. The record will show:-

- The nature, gross amount (or estimate where an accurate value is unavailable), and cause of each loss;
- The action taken, total recoveries and date of write-off where appropriate;
- The resource account in which each loss is to be noted; and
- relevant file or electronic records management system references (where appropriate)

22.5 A losses statement is required in resource accounts where total losses exceed £250K. Individual losses of more than £250K will be noted separately. Losses will be reported on an accrual's basis.

Consulting The Executive Office

22.6 When the Community Relations Council identifies losses and write-offs, they should consult The Executive Office irrespective of the amount of money concerned, if they:

- involve important questions of principle;

- raise doubts about the effectiveness of existing systems;
- contain lessons which might be of wider interest;
- are novel or contentious;
- might create a precedent for other departments in similar circumstances;
- arise because of obscure or ambiguous instructions issued centrally.

Purchase Order

CRC staff must refer to procurement procedures, and provide the underpinning information (procurement, successful invoice, etc) prior to sending a PO for sign-off.

PO Number:
PO Date:

Supplier Name:
Supplier Address:

Dear Supplier,

1. Please deliver the goods/services in accordance with the prices terms, delivery method, and specifications listed below.
2. Ensure that the PO number is quoted on all correspondence, delivery notes and invoice.
3. Notify us immediately if you are unable to deliver as specified.

SAGE Code:

Delivery Date:
Delivery Method: Deliver to CRC Office
Delivery Address: Community Relations Council
7-9 Shaftesbury Square
Belfast BT2 7DP

Please supply the following:

DESCRIPTION	QTY	UNIT COST £'s	AMOUNTS £'s (exc. vat)
			£0.00
			£0.00
			£0.00
Delivery Costs **(if applicable)**			#REF!
			£0.00
			£0.00
Sub Total (exc. VAT)			
VAT @20% **(delete vat calcs from column D41 if NOT applicable)**			
Total (inc. Vat)			

Purchaser Signature:
Approved by Signature: **AUTHORISER**

Payment Authorisation Form

APPENDIX B

Project Ref			
Organisation			
Project Title			
Payment (£)	**£**	**First Payment**	
Value of Award:	**£**		
Grant Scheme			
CR/CD Grants Scheme		Pathfinder	
Publications & Media		Core Funding Programme	

Flexigrant Processing			
Name of Payee			
Bank/ Building Society Address: Post Code:			
Sort Code:		Bank Account	
GL Code		# of Payments made to date	
Total Projected Amount	£		
Total Payments to Date	£	Total Underspend	£
Authorised by		Date	

By signing above we have confirmed that payment in full can be made, that the letter of offer and all other applicable supporting documentation has been received and has been filed appropriately. For second and latter payments we confirm that the necessary claims have been received with supporting successfully vouched.

CONFIRMATION OF AWARD CLOSURE		
Please check the box to confirm closure of Award (to be completed only if Payment authorised above is the Award Final Payment	☐	Date:

SAGE and BACS Processing		
Processed by:		Date
First Payment Authorisation:		Date
Second Payment Authorisation:		Date

APPENDIX C

Northern Ireland Community Relations Council

Claim for Travelling and Other Allowances

Name: Period:

Address:

Day	Date	Journey From	Made To	Specify the Council business conducted	No. Miles	Details of other outlay; subsistence; transport etc.	Costs (attached receipts if possible)

Total Total expenditure other than mileage £

Declaration : I declare that the expenses claimed
Have actually and necessarily been incurred
By me on Council Business:

Mileage @ per mile =

SIGNED: _____

GRAND TOTAL =

I declare that I have examined and agreed these
Expenses as actually and necessarily incurred by the
Above on Council business:

SIGNATURE OF CERTIFYING OFFICER: _____

COUNTERSIGNED: _____

Management Accounts File Completion Checklist Appendix D

Community Relations Council

XXXX/XX Management Accounts

Month
File Completion Checklist

Section	File Ref
Nominal Ledger	
Manual Journals	
Accruals/Prepayments Schedule	
Trial Balance	
Balance Sheet Reconciliations	
Monthly Payroll Reconciliation	
Control Account Reconciliations	
Bank Reconciliation	
Grants (Sage to ICONI) Reconciliation	
List of Payments	
Journals Report	
CRC Management Accounts	
CRC Management Accounts Commentary	
Variance Analysis	
Balance Sheet	
Income and Expenditure Account	
Consumption Report	
Drawdown	
Prompt Payment Report	
List of DFAP PO < £10000	
List of Direct Award Contracts	
Monthly DD	
Monthly CR	

Prepared By: _____

Date _____

Reviewed By: _____

Date _____

Manual Journal Template

Appendix E

CRC

Page 1 of 1

Types

(Indicate - Mark X)

(Indicate - Y/N for Retained)

Std. X

Trans Ref:

Period & Year

Journal No:

C	C	C	O	D	E	Anal.			Account Description	Debit	Credit	Comment
								1				
								2				
								3				
								4				
								5				
								6				
								7				
								8				
								9				
								10				
								11				
								12				
									Totals	0.00	0.00	

Overall Total

Journal Narrative

Prepared By

Punched By

Date Punched

COMMUNITY RELATIONS COUNCIL
Equity | Diversity | Interdependence

Credit Card Agreement From Cards Appendix F

The following sets out the terms and conditions for use of payment and/or credit cards within the offices of the Community Relations Council.

- Payment and/or credit cards should not be used for personal expenditure (i.e. private personal expenditure not incurred for business reasons), and any such use is a disciplinary offence.
- Cards should only be used for cash withdrawals in exceptional circumstances, and all transactions for which the cash is used should be fully documented.
- Cards should be always kept in a safe place. Security of the credit card is the cardholder's responsibility.
- Any loss or theft of a CRC payment and/or credit card must be reported immediately to the Finance Manager who will cancel the card with immediate effect. In the event that discovery of the loss or theft is outside company hours, the cardholder will inform the credit card company immediately. Cardholders shall make themselves familiar with the details of the payment and/or credit card providers.
- Expenditure incurred by payment and/or credit cards will be subject to the same rules to the same rules and levels of controls that apply to other methods of public spending as contained within CRC's procurement policy - cardholders must make themselves familiar with the document.
- There should be a full audit trail from ordering to payment of the bill. All payments for purchases should be supported by vouchers and receipts that should be attached to the payment and/or credit card statement. All employee expenses must be evidenced by original receipts.
- Payment and/or credit cardholders shall submit their bills and associated receipts to the Finance Admin Officer for checking, validation and payment. Cardholders shall not be responsible for both the ordering and payment functions, and the checking, validation and payment of each credit card bill.
- Usage of payment and/or credit cards should be subject to spot checks by the Finance Manager, who should maintain an independent record for review by the internal audit service. Cardholders must comply with any spot checks or audit checks carried out in relation to CRC payment and/or credit cards.
- Non-compliance with rules for the use of payment and/or credit cards will result in disciplinary action.

I have read and understood the terms and conditions of the card issued to me and agree to comply with the rules and guidelines issued to me.

SIGNED: **DATED:**

Credit Card Authorisation Form Appendix G

Supplier Name:			
Supplier Address:			
Supplier Contact Name:			
Supplier Contact Number:			
Goods/Services to be provided:			
Amount:			
Purchase Order No:			
Use of Credit Card Justification:			
Requested by:		**Approved by:**	
Date:		**Date:**	
SAGE Supplier Code:			

Payroll Reconciliation – Payments to Employers Gross Cost Appendix H

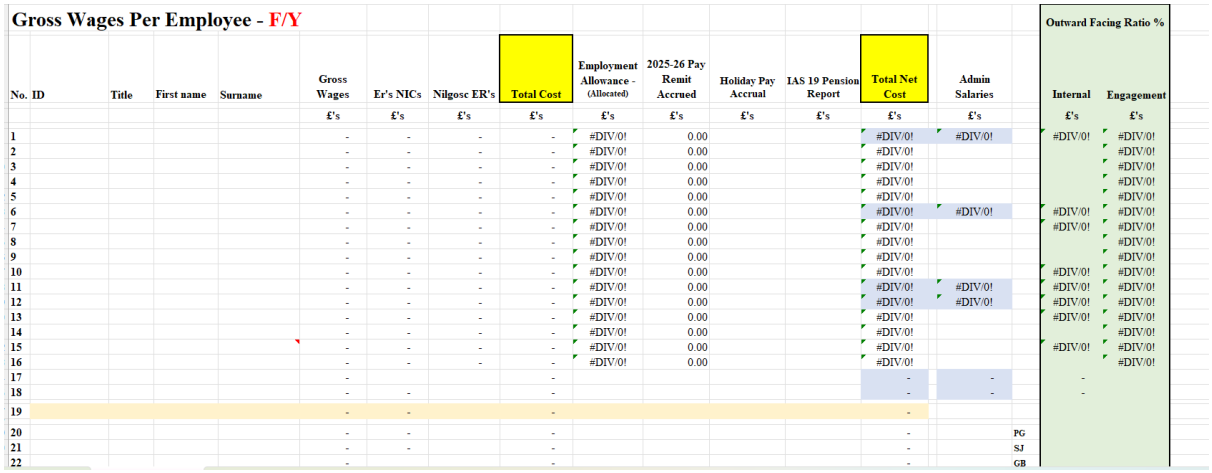
GL Code	Name of account	Narrative	Debit	Credit		
			£'s	£'s		
2205	PAYE	PAYE				
2205	PAYE	Student Loan				
2210	Employee NIC	Employee NIC				
2211	Employer NIC	Employer NIC				
2217	Deductions	Deductions - **Union Fees**				
2220	Net Wages	Net Wages				
2225	Employee Pension	Employee Pension				
2226	Employer Pension	Employer Pension				
2228	SMP Reclaim	SMP Reclaim				-
7000	Gross Wages	Gross Salaries		£0.00		
7006	Chair Allowance	Chair Allowance				
7014	Employers NIC	Employers NIC	£0.00			
7015	Employer Pension	Employer Pension	£0.00			
7017	Holiday Pay	Holiday Pay				
7019	Back pay	Back Pay				
7009	**Chair** - PAYE [Mileage] Expenses	Chair PAYE Expenses				
7010	**Board** - PAYE [Mileage] Expenses	Board PAYE Expenses				
7011	**Board** - Non- PAYE [Mileage] Expenses	Board Non- PAYE Expenses				
7012	**Chair**- Non- PAYE [Mileage] Expenses	Chair Non- PAYE Expenses				
		Totals	**£0.00**	**£0.00**	£0.00	£0.00

Posted By:

Finance Manager

Date:

Payroll Reconciliation – Sage Payroll to Monthly Income and Expenditure Accounts Appendix I

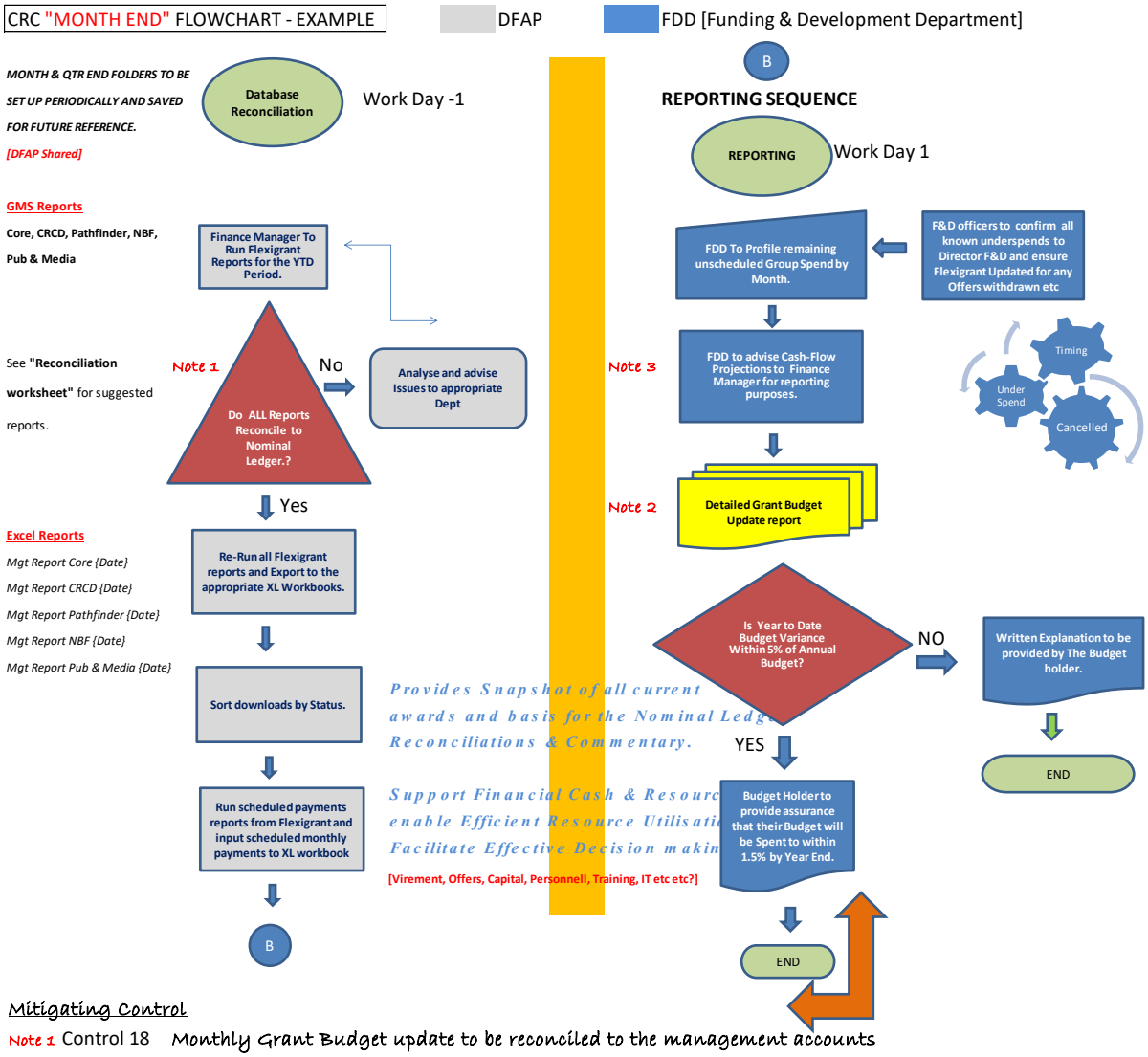


Gross Wages Per Employee - F/Y

No.	ID	Title	First name	Surname	Gross Wages	Er's NICs	Nilgosc ER's	Total Cost	Employment Allowance - (Allocated)	2025-26 Pay Remit Accrued	Holiday Pay Accrual	IAS 19 Pension Report	Total Net Cost	Admin Salaries		Outward Facing Ratio % Internal	Engagement
					£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s	£'s		£'s	£'s
1					-	-	-	-	#DIV/0!	0.00			#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!
2					-	-	-	-	#DIV/0!	0.00			#DIV/0!				#DIV/0!
3					-	-	-	-	#DIV/0!	0.00			#DIV/0!				#DIV/0!
4					-	-	-	-	#DIV/0!	0.00			#DIV/0!				#DIV/0!
5					-	-	-	-	#DIV/0!	0.00			#DIV/0!				#DIV/0!
6					-	-	-	-	#DIV/0!	0.00			#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!
7					-	-	-	-	#DIV/0!	0.00			#DIV/0!			#DIV/0!	#DIV/0!
8					-	-	-	-	#DIV/0!	0.00			#DIV/0!				#DIV/0!
9					-	-	-	-	#DIV/0!	0.00			#DIV/0!				#DIV/0!
10					-	-	-	-	#DIV/0!	0.00			#DIV/0!			#DIV/0!	#DIV/0!
11					-	-	-	-	#DIV/0!	0.00			#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!
12					-	-	-	-	#DIV/0!	0.00			#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!
13					-	-	-	-	#DIV/0!	0.00			#DIV/0!			#DIV/0!	#DIV/0!
14					-	-	-	-	#DIV/0!	0.00			#DIV/0!				#DIV/0!
15					-	-	-	-	#DIV/0!	0.00			#DIV/0!			#DIV/0!	#DIV/0!
16					-	-	-	-	#DIV/0!	0.00			#DIV/0!				#DIV/0!
17					-			-					-	-		-	
18					-	-		-					-	-		-	
19					-	-		-					-				
20					-	-		-					-		PG		
21					-	-		-					-		SJ		
22					-			-					-		GB		

Full document available here:

Wages Analysis - WS.xlsx



Mitigating Control

Note 1 Control 18 Monthly Grant Budget update to be reconciled to the management accounts

Note 2 Control 17 Detailed Grant Budget to be Updated each month

Control 16 Detailed Grant Budget to be reconciled to the approved Budget monthly

Control 2 Monthly Performance Report to show actual v budget expenditure

Control 5 Written explanation for variances greater than 5% year to date to be provided

Note 3 Control 6 Budget holder to provide unscheduled Cash flow & expenditure projections for remainder of the financial year by month.

Financial Projections - Online System

- Go to **Dashboard**.
- Click on grant scheme you want to project figures for ie CRCD, Core etc, then click on **Filter**.
- Scroll down to **Reporting**.
- Click on **Scheduled**. This will show you all applications that have evaluations scheduled (deadline date set).
- Export and then open.
- Enable editing and edit your spreadsheet accordingly.
- The Column - **Next Due Date** - will show the evaluation due date of applicant's claims. Please allow a few days after the due date shown. This time allows for time to post claim, verification by Case officer, and processing payment by Finance.
- If you want to see any un-scheduled claims ie applications overdue their deadline date then please go back to **Reporting** on your **Dashboard** and click on **Overdue**. Project these a month from today's date and the Case Officer will chase overdue claims in the meantime.
- If you want to see submitted claims ie groups who have submitted some or all of their claim (a mixture of open & closed grants), then please go back to **Reporting** on your **Dashboard** and click on **Submitted.**
- If an application/claim does not appear on any reports then please type in a reference number or organisation name into the **search box** on your **dashboard**, choose the file you want and click on it, then click on **Reports and Activities** on the left side. The evaluation due date will now appear.

APPENDIX L

HYBRID FINANCIAL MANAGEMENT PROCEDURES

These additional controls have been put in place to facilitate current Hybrid working arrangements

Section 3. Management Accounting

Section 3.5 – 3.8 Bank reconciliation

Once the files are complete for the monthly bank reconciliation, the Finance Manager will review the reconciliation.

Section 3.9 – 3.19 Management accounting and monitoring performance

When completing the management accounts process the Finance Manager will compile a monthly Management Accounts Pack in line with the Management Accounts checklist. This will be saved in the monthly Management Accounts folder. When the management accounts process is complete, the Finance Manager will email the file path to the CEO for their review. The CEO will evidence their review by emailing their approval to the Finance Manager and the email will be saved as evidence of the review and approval.

Section 4 Sponsoring department grant income

Section 4.9 – 4.11 Cash Draw down request

Once the files are complete for the monthly cash drawdown request, the Finance Manager will email the CEO with the file path for the monthly cash drawdown and request that it be reviewed. After review, the Finance Manager will sign and date the form. The resultant approval will be emailed to TEO by Finance Manager who will save that approval email in the cash drawdown request folder for that month.

Section 9 Ordering of goods and services

Purchase orders will continue to be requested from the Finance Admin Officer who will issue the next available number from the purchase order log. The purchaser will complete the details on the purchase order and arrange for the relevant Programme Director to sign and date the purchase order. The Programme Director will email the completed purchase order and supporting documentation to the Finance and Verification Assistant, stating their approval for the purchase. This email and attachments will be evidence of review and approval and will be saved in the folder for pending purchases.

Section 10 Invoice approval and Payments

Section 10.4 – 10.8 Invoice approval

Invoices forwarded to staff by external email should be sent to the Finance Admin Officer who will match the invoice to the completed purchase order. The Finance Admin Officer will email the invoice to the purchaser and request their review and approval for payment. The approval invoice will be saved along with the invoice as evidence of invoice approval.

Section 10.9 Credit note approval

Credit notes received by the Finance and Verification Assistant will be forwarded to the staff member who raised the purchase order. They will discuss the credit note with the Programme Director who will forward approval by email for application of the credit note. This email will be saved with the pending purchase as evidence of approval.

Section 10.10 – 10.13 Payment Approvals and Authorisation

Each week the Finance Admin Officer will prepare three folders for review by the two authorised signatories.

The Preparation and Correspondence folder will contain the aged creditors list and evidence of the Director's review and advice of the invoices to be paid.

The Payment Information folder will hold the Danske Bank-BOL report of the payment run; the Sage Day Books report of the invoices being paid; the Flexigrant report showing all grants being paid; and the Procurement Summary listing each individual payment, and it's associated purchase details (invoice no, purchase order no, amount and who raised it, invoice amount, payee, approved by, bank reference, whether two quotes were received/SPWPC, and a record of the two authorised signatories).

Section 11 Grant Payments

Section 11.6 – 11.11 Payment of grants

The Funding & Development Programme Officers will email a Payment Authorisation Form to the Finance Admin Officer to advise of payment. The form will be signed and dated by the authorising Programme Officer. This form and the accompanying email will be saved in a sub folder for each grant being paid within the weekly Supporting Documentation folder.

Section 12 Payroll

Once the HR Manager has completed the monthly payroll instruction, the Finance Manager will sign and date the instruction and send an email to the HR Manager advising of the completion of the review, with approval for forwarding to the payroll processor. This email will be saved in the monthly payroll folder as evidence of the review and approval.

When the payroll processor has completed the monthly payroll, they will email the reports to the HR Manager and Finance Manager. The reports will be saved to the appropriate month's payroll folder.

The Finance Manager will perform the monthly controls and advise the Finance Admin Officer to process the monthly payroll amounts onto BACS and Sage.

Once complete, the Finance Admin Officer will advise the Finance Manager that the payroll is ready for review. The Finance Manager will review the controls and the processed amounts on Sage and Danske Bank-BOL and will discuss the monthly payroll with the CEO. When content with the monthly payroll, the CEO will authorise the payroll on Danske Bank-BOL as first signatory and advise the Finance Manager by email of their approval and the completion of their authorisation duties. This email will be forwarded to the Finance team who will save it in the monthly payroll folder as evidence of review and approval.

Section 13 Credit card usage

Whilst working from home the Governance, Admin & Assistant Finance Manager has sole access to the credit card. Purchasers of items by credit card must request a purchase order and a credit card authorisation form from the Finance Admin Officer. The Programme staff must complete the documentation with the details of the purchase, sign and date by the Programme Director, attach the comparative quotes sought, and return all to the Finance Admin Officer by email from the Programme Director stating their approval. The Finance Manager will be advised of the purchase to be made by emailing the file path reference of the details pertaining to the purchase order and credit card authorisation form.

Section 15 Financial Record Keeping

Section 15.6 – 15.21 SAGE Financial Management System

When the Finance Manager has completed the month end journals, they will email the CEO with a description of the journals, the file path for the journal and supporting work, and request that the journal is reviewed. Once

the CEO has completed their review, they will email the Finance Manager with their approval. This email will be saved within the relevant monthly journal folder as evidence of review and approval.

Section 16 Travel and subsistence

The submission of a T&S claim to the Finance Admin Officer will be from the relevant line manager and the T&S form will be signed by the claimant, the line manager and the certifying officer. T&S claims submitted by email will include scans of the original receipts. The T&S form and the email from the line manager, advising of approval for the claim, will be saved in the weekly Supporting documentation folder for payment that week. All original hard copy receipts must be saved and forwarded to the Finance Admin Officer upon the return to working from the office.

All references to signing are for digital signing.