



**Community Relations/Cultural Diversity  
Grants Scheme**

**FINANCIAL  
GUIDELINES**

*Please read*

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## **Introduction**

We are delighted to have produced a new copy of financial guidelines relating to the Councils Community Relations/Cultural Diversity Grants Scheme. It is hoped that this will provide a step by step guide on how the necessary procedures needed to be adhered to when spending your grant award.

**It is vitally important that you take time to read not only these guidelines but also your Letter of Offer before commencing your project.**

We would like to point out that these guidelines are complementary to the Letter Of Offer and the requirements as laid out in your Letter of Offer have primacy.

## 1.0 LETTER OF OFFER AND FIRST PAYMENT

### 1.0 LETTER OF OFFER

- Your Letter of Offer will state a budget breakdown of the grant award and will include any conditions attached to the offer.

Included with the Letter of Offer will be:

- Agreement Form
  - Information Sharing Agreement Contract
- All claims/invoices submitted must be in line with the budget as stated in the Letter of Offer.
  - Any alteration to the budget, e.g. re-allocation of monies, must be requested to and approved by CRC.
  - **Up to a maximum of 50% of the award will be issued upon the submission of a completed Agreement Form.**

**Please note: The grant recipient will receive 50% of the award upon accepting an offer but must pay for ALL awarded items. At the end of the project, reimbursement (up to the final 50% of the award) will be released upon satisfactory verification of your claim.**

## 2.0 CLAIM PROCESS

- 2.1** A full claim must be submitted to CRC upon completion of the awarded project, on or before the deadline date which will be highlighted in yellow on the letter of offer. All invoices must be paid in full before you submit your claim. A full claim consists of 2 x online forms (Project Expenditure Form and an Evaluation Form) as well as financial documents (invoices/receipts and bank statements) evidencing all expenditure relating to your CRC grant award. Please follow the step by step guide below (**ref 2.2 – 2.5**).
- 2.2** An Online Project Expenditure Form listing all financial documents submitted to CRC must be submitted. To do this you need to log on to the online portal, go to my applications, choose the relevant application and click on the reporting button. Scroll down to the claims section. The project expenditure form will automatically show here. Place your cursor over the 3 vertical dots on the right hand side and choose **complete** form. This will allow you to fill out the form, save it and when you have 100% completed it then click on submit.
- 2.3** An Online Evaluation Form must be submitted when all project activities relating to the grant award have been concluded to measure the outcomes and impact of your project. To do this, log on to the online portal, go to my applications, choose the relevant application and click on the reporting button. The evaluation form will automatically show in the Reporting section. Place your cursor over the 3 vertical dots on the right hand side of the evaluation form and choose complete form. This will allow you to fill out the form, save it and when you have 100% completed it then click on submit
- 2.4** Send all original invoices/receipts and bank statements relating to your grant award by email to the Finance team at this email address [claims@nicrc.org.uk](mailto:claims@nicrc.org.uk) or, if you cannot email, then post them to CRC office for vouching.
- 2.5** The remaining balance of the award (up to the final 50%) will be paid as soon as possible after CRC is satisfied that the full claim is in order. Ensure that ALL parts of the

claim have been submitted (2 x online forms plus financial documents). Incomplete claims cannot be processed.

## 2.6 DELAY IN PAYMENT

- Verification of expenditure and release of payments will be on the basis of receipt and approval of **original** documentation.
- All invoices and bank statements should be on headed paper and invoices should be complete with full name and address of supplier and full name and address of customer organisation/group **OR** name and address of person acting on behalf of the organisation/group; the address should be as stated on the initial Application Form.
- Invoices relating to seminars/workshops/trips should include full detail of the event such as contact details, hours worked (where applicable), period covered by invoice, work undertaken – to include participant numbers etc.
- Invoices should be checked to ensure that they are arithmetically correct and that the goods/services charged for are the same as those received.
- As invoices are processed they should be stamped/marked 'PAID' and the cheque number and date should be noted on the invoice to show that it has been paid. **Attaching a copy cheque authorisation/requisition sheet to an invoice is not sufficient. Attached sheets can become separated which could result in the invoice being paid twice by mistake.**
- Payments should be made on the basis of original invoices and bank statements and not copies.
- Cross border payments: If an invoice is received from a supplier in a different currency then it is recommended that the amount should be paid via a bank draft (bank details to accompany invoice).
- Any defaced invoices/receipts/bank statements will not be accepted; this includes any alteration to documentation e.g. by writing on, cutting out part of or attaching to larger pieces of paper by means of glue, sellotape or other.
- Invoices relating to trips which contain more than one charge i.e. bus, boat, and hotel must be complete with times, dates and numbers.

**Invoices submitted with claims which lack sufficient detail or supporting information/documentation will NOT be accepted and payment will not be made.**

## 3.0 GUIDING PRINCIPLES FOR PROJECT MANAGEMENT

### 3.1 BANK ACCOUNTS

- **ANY CHANGES** to the bank account details submitted on the Agreement Form must be notified to CRC **immediately** in writing. Failure to do so will result in the unnecessary delay of payment/s.
- Payments will be issued directly to the project's designated bank account. A letter will be issued from CRC detailing the amount being paid.
- Funding received should not be used for any purpose other than that outlined in the Letter of Offer.
- All receipts/invoices must be paid directly from projects bank account.

### 3.2 CHEQUE PAYMENTS

- All cheques should be crossed 'account payee only' (cheques books with this already marked on them can be requested from the bank).
- All cheques must be authorised by two signatories who must not be direct/indirect service providers or cash beneficiaries.

### 3.3 CREDIT/DEBIT CARD PAYMENTS

- Payments made with personal credit/debit cards should be avoided.
- Where payment is made by personal credit/debit card, the original statement/bill or an online statement must be provided in support of the expenditure (only details of the transaction/payment along with name and address of card holder need be made visible).
- In instances where the organisation has a credit/debit card the above is also applicable.

*More in depth explanation please see Appendix 6 – Credit Cards*

### 3.4 CASH PAYMENTS

- Cash payments are only to be used in exceptional circumstances. If unavoidable ensure that all relevant details are shown on receipt/invoice which should correlate with a Cash Withdrawal from Bank Form (see Appendix 5).
- Some payments may be claimed through expenses by attaching receipts to a Travel and Expenses Claim Form, which must be signed by claimant and countersigned by an authorised person (see Appendix 4)
- Any petty cash kept by organisation should be used for small sundry items and should not amount to over £25.

### 3.5 CONFLICT OF INTEREST

- Given the importance of ensuring risks of fraud are reduced, organisations in receipt of public funding must ensure that all appropriate precautions are taken and management systems in place to avoid any mismanagement or misappropriation of funds.
- Where a conflict of interest exists, or could be perceived to exist, **it must be declared** and appropriate action taken. No one should use or appear to use their position to further their own (or that of family) private interests. Procurement procedures should be followed at all times and where a decision is made which could be misconstrued as a conflict, should bear the authorisation of the organisation's/group's committee.

### 3.6 CONTRACTS FOR CONSULTANCY/FACILITATION (Service Delivery)

**When contracting a consultant/facilitator/tutor, you should consider:**

- the level of expertise/experience needed to undertake the work,
- whether ancillary costs are included (travel, subsistence, report writing, etc.). (see section 3.8 on Travel/Mileage/Other), and
- what you want to get from their involvement.

**Projects should ensure that a contract/agreement is in place with all those providing such services. This contract should include the following:**

- terms and conditions of appointment
- cost
- procedures for claiming payment, and
- disclaimer stating that HMRC contributions will be met by the individual.

### **3.7 PURCHASING/TENDERING**

#### **CRCD Grant Scheme**

##### **For budget items up to £500.00**

- Provide 2 oral quotes. Demonstrate best value by giving a price comparison from 2 suppliers. (Either create a word document showing price details and names of the 2 suppliers you have contacted and upload this document to your application form or upload emails from suppliers replying directly to your quote requests)

##### **For budget items between £501.00 - £5,000.00**

- Provide 2 written quotes from 2 Suppliers on their letter headed paper. (Upload supplier's quotes to your application form)

##### **For budget items between £5,001.00 - £10,000.00**

- Provide 3 written quotes from 3 Suppliers on their letter headed paper. (Upload supplier's quotes to your application form)

**\*If there is only one supplier who can provide a service relating to any of your budget items, then please upload your chosen supplier's quote and give a rationale why no further quotes could be obtained.**

*For a more in depth explanation please see Appendix 7 – Quotes*

### **3.8 TRAVEL/MILEAGE/OTHER (by employee/volunteer/consultants/facilitators)**

- Travel/mileage (and other expenses) should be paid at an agreed rate. A copy of this agreement should be held on file.
- Claims for travel should be submitted on a pro-forma (appendix 4) which details the following:
  - date of journey
  - where to/from (be specific)

- purpose of journey
  - miles/distance travelled or cost of transport (taxi, bus, train, etc – please note that all taxi receipts must be dated, signed with full travel details
  - rate per mile
- Original receipts for all non-mileage related claims (e.g. car parks) should be attached to this pro-forma which should be signed by the claimant, countersigned and approved by an authorised person acting on behalf of the group/organisation.
  - All claimants are expected to have the appropriate car insurance.
  - Where travel and other expenses are being claimed by a consultant/facilitator, a Travel and Expenses Claim Form must be submitted. Simply documenting a total amount on an invoice for this cost is inadequate. At the very least invoices should make reference to dates, journeys made, mileage incurred. This also applies to costs incurred for materials, stationery etc.

#### 4. REITERATION OF MAIN POINTS

- Any changes to/re-allocation of budget headings or project timings must be sought from CRC.
- Where there is an underspend you will be paid the amount of actual spend; where there is an overspend only the budgeted amount will be paid. **Any underspend used to compensate overspend in another budget heading will not be permitted unless agreed with project officer in advance.**
- Always use established traders to ensure you will receive bona-fide invoices/receipts.
- Only original documentation will be accepted.
- When services are being procured from a board member, member of staff, regular client (or a close family member of any of these three classes) that this could give rise to a potential conflict of interest and that this fact must be recorded on the documentation provided to CRC and the rationale as to why it remains appropriate to use that individual should be documented by the group.
- Claims should be submitted using a standard pro-forma; these must be signed and authorised.
- If possible avoid using personal credit cards.
- Cash payments must only be used in exceptional circumstances.



# APPENDICES

1. Cheque List
2. Required Documentation Checklist
3. Travel and Expenses Claims Form
4. Cash Withdrawal From Bank
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6. Quotes - Extended Explanation

## CHEQUE LIST

This list should be completed for any cheque that has been used to pay multiple invoices.

Group Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Ref No: \_\_\_\_\_

Cheque No: \_\_\_\_\_

Date of Cheque: \_\_\_\_\_

Payable to: \_\_\_\_\_

Date	Invoice No	Full amount of invoice	Amount claimed against this project
TOTAL			

## REQUIRED DOCUMENTATION CHECKLIST

*A mini guide to expenditure and the information required for verification.*

Type of Expenditure	Documentation/Information required
Project Costs	<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Quotations (where applicable)</li> <li>• Where facilitators/counsellors/tutors are involved. agreements/CV's</li> <li>• Hospitality – details of event and numbers of attendees</li> </ul>
Travel	<p>Claim form containing the following details:</p> <ul style="list-style-type: none"> <li>• Name, address, miles travelled, to/from, purpose of journey, mileage rate, receipts (where applicable) signed by claimant.</li> </ul>
Cash Payments	<ul style="list-style-type: none"> <li>• Invoices/Receipts/expenses form</li> </ul>
Bank Statements	<p>Bank statements will be required to show all claimed expenditure has been paid. If the project has been paid from a non-designated account, then the relevant transaction should be highlighted on the statements. Only expenditure that has cleared the bank statement can be claimed for.</p>
Personal credit cards	<p>It is advisable that the use of personal credit cards be avoided. Where project costs have been paid using a personal credit card please be advised that the original credit card statement will be required for verification.</p>
Invoices	<p>Invoices will only be accepted if they adhere to the following:</p> <ul style="list-style-type: none"> <li>• <b>Must</b> be original.</li> <li>• Contains full contact name, address and contact number of supplier.</li> <li>• Clearly addressed to the project (name and address of group/organisation <b>OR</b> person acting for the group/organisation) as detailed on your application for grant aid.</li> <li>• Clearly detail the goods/services acquired</li> <li>• Invoices are stamped/marked paid, detailing cheque number, date of payment and signed by person authorising same.</li> </ul>

### TRAVEL AND EXPENSES CLAIM FORM

Project reference: \_\_\_\_\_

Name of group: \_\_\_\_\_

Name of person making claim: \_\_\_\_\_

Address of person making claim: \_\_\_\_\_

\_\_\_\_\_

Day	Date	Journey From	Made to	Business conducted	No of miles claimed	Details of other outlay: subsistence, transport etc	Other costs (attach receipts)

Total other costs expenditure: £

Total no miles:  x                      pence per mile: £

**Declaration:**  
 I declare that the expenses claimed have actually and necessarily been incurred by me in the course of eligible project activities.

**Overall total claimed:** £

**Signed:** \_\_\_\_\_

**Countersigned:** \_\_\_\_\_

**Signature of certifying officer:** \_\_\_\_\_

## CASH WITHDRAWAL FROM BANK

Cash payments are only to be used in exceptional circumstances but where they are unavoidable then this form should be used to document the withdrawal and re-lodging of funds from the group's account. The Group must also provide invoices/receipts.

**Group Name:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Ref No:** \_\_\_\_\_

**Withdrawal date:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Supplier:** \_\_\_\_\_

**Invoice No:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

Signed: \_\_\_\_\_ **Position:** \_\_\_\_\_  
(person making withdrawal)

Signed: \_\_\_\_\_ **Position:** \_\_\_\_\_  
(person making payment, if different)

### Re-lodgement in bank

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Signed: \_\_\_\_\_

- Please attach withdrawal/re-lodgement slips
- These must correspond with bank statement showing withdrawal of cash and re-lodgement (if applicable)
- A valid receipt or receipted invoice must be attached marked paid and signed by authorised person.

## CREDIT CARDS

### *Extended explanation*

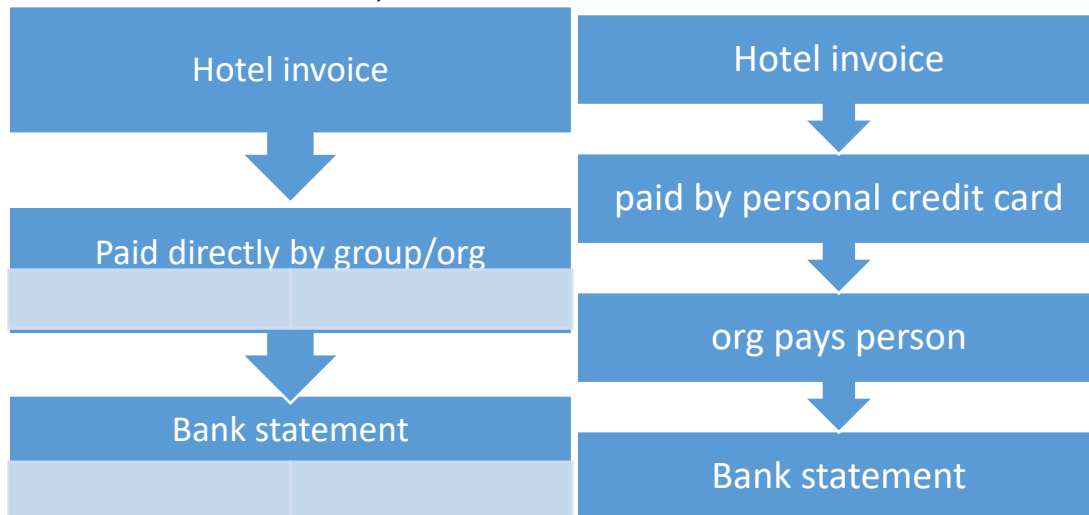
As you will be aware, it is imperative that clear audit trails are established and maintained to monitor and track all project-related expenditure.

In order to do this, a clear audit trail can only exist if the following is available for inspection and conditions are met:

- Original supplier's invoice, with date paid and cheque number specified;
- Original bank statement, clearly identifying cheque has cleared the bank;
- Claimed expenditure is in line with approved budget.

CRC strongly advises against the use of personal credit/debit cards but understands that in some instances, there may be no viable alternative. Please be aware however, that should a personal credit/debit card be used, proof of payment can only be verified by production of an original credit/debit card statement. Failure to produce this will result in the associated expenditure not being vouched or reimbursed to you. This is the case where a person has used a personal credit card to pay the group's meal/flight/hotel/etc.

For audit purposes this creates the link between invoice paid by credit card and the reimbursement of monies due, i.e.:



It is recognised that the use of personal credit cards are used for personal expenses, this is acceptable provided the receipt is attached to a personal claim form and spend validated by authorised person within the group/organisation.

## QUOTES

### *Extended explanation*

#### **Multiple bookings/cumulative costs:**

Please note that whereas a venue hire/bus etc. may cost £300 (which is under £500) if the venue/bus etc. is going to be hired more than once in the programme of work you are seeking support for from CRC, this will bring the total to over the threshold of £500 and therefore 2 written quotes instead of 2 oral quotes must be sought. *Please see point 3.7 on Purchasing/tendering.*

All cumulative costs must be supported by quotes. It is important for groups to forward plan their work. **Includes;** venue hire, bus hire, trips, facilitation, tutoring, entertainment, bands, catering etc. This list is not exhaustive but **all must be reputable traders/companies, trained, self employed, etc.**

#### **All quotes must be like for like:**

*Whereas there may be a valid rationale for using one particular venue, bus hire company, tour organiser, caterer, etc., it must be stressed that the rationale is only the reason behind the choice not the reason for not acquiring quotes. In accordance with the requirements laid out in the Financial Guideline quotes must be sought at all times.*

**Invoices and receipts:** All groups/organisation must ensure they will be issued with a bona-fide invoice/receipt complete with all relevant information. Incomplete documentation **will not** be accepted and will be returned without consideration.

**Please note that when your application is verified, quotations will be required to substantiate your claim.**