

## **Financial Guidelines**

All Saints Community Development Company, All Saints Community Projects, All Saints Church, All Saints Community Catering and The Robin Centre (referred to as All Saints) are committed to robust financial management to protect themselves, our staff, our users and funders. We will work within the legal framework and the guidance demanded of us by our funders. We will ensure that all financial dealings are open and transparent.

All Saints will have a designated treasurer in each All Saints organisation. The treasurer shall report regularly to meetings. All Boards will take their responsibilities seriously to take notice of the treasurer's report.

No spending of large amounts of money will take place without board permission.

All decisions about expenditure should be recorded in the minutes.

All bank accounts should require at least 2 signatories to sign cheques. All cheques should be read and understood before being signed.

When using internet banking 2 people should be required to authorise transactions unless the bank account does not allow this arrangement.

Internet passwords are not to be shared or left in public places

Expenses should only be paid with a receipt or equivalent.

Expenses should only be paid if the spend has been agreed by the board or their representative.

Services and goods should be paid, wherever possible, through invoice.

Invoices from individuals should only be paid to a business account or there should be a statement on the invoice stating that the individual is responsible for their own tax.

There should be no cash in hand payments.

All monies received, whether through cash or cheques, should be paid through a bank account.

No loans or debts should be accrued without board permission.

When receiving grants, commissioned work etc all financial regulations attached to that work should be followed.

Any debtors should be brought to the board's attention and decisions should be made by the board and recorded.

All employees will be paid through the Diocesan scheme.

## **Reserves Policy**

All Saints Community Development Company  
All Saints Community Projects  
All Saints Parish Church  
The Robin Centre  
All Saints Community Catering

Financial Guidelines

The boards/committee recognises the need for reserves policies. These are stated in the annual reports

In our policies:

- 'All Saints organisations' refers to the 5 members of the All Saints family
- 'Board' refers to the Boards, committees or legal entities that govern those All Saints organisation.
- 'Manager/leader' refers to people who are in charge of various activities across the All Saints organisations. They may be paid staff or volunteers

## Cash Handling Procedures

Each All Saints organisation should fill in the names of appropriate people for their own organisation

Cash handling procedures are important for three main reasons:

- to protect the organisation from fraud, theft or embezzlement
- to protect staff or volunteers from accusations of dishonesty or the temptation to commit fraud
- to assure donors that their donations and gifts are used for the purpose for which they were given

..... cash handling procedures are outlined below:

Source	Step 1		Step 2		Step 3		Step 4	
		By		By		By		By
1. Cheques* from fundraisers	Enter in ledger		Deposit at bank		Acknowledge			
2. BACS from funders, PayPal etc	Enter in ledger		Confirm received at bank		Acknowledge			
3. Cheques*, cash or adhoc donations	Issue receipt (no exceptions)	Staff member receiving donation	Complete cashing up form, sign and pass with donation to Designated person	Staff member receiving	Sign form and enter in ledger		Deposit at bank	
4. Cash from fundraising events and optional contributions	Count cash received	Member of staff plus one other	Complete cashing up form, both sign and pass to designated person	Member of staff	Enter in ledger		Deposit at bank	
5. Group members' contributions	Collect contribution and record in register*		Add up register, sign, and pass with contributions to designated person		Count cash, sign register and enter in ledger		Deposit at bank	
6. Church collections	Lock away in safe before counting	Church warden	Count with 2 people and complete count sheet. Print form 3 times and distribute to distribution list	Churchwarden plus nominated other	Take to bank/night safe	Church warden and nominated other	Check bank statement to ensure credit was applied	Treasurer

