



# SEAFORD ENVIRONMENTAL ALLIANCE

## **SEA Financial Controls Policy**

The Trustees of SEA are responsible in law for ensuring the solvency and financial probity of the SEA. They constitute the management committee which has the duty to exercise overall control of the policy and general management, including the financial affairs, of SEA.

The Treasurer will oversee and administer the finances of the organisation as follows:

- oversee and be responsible for the financial management of SEA
- approve an annual budget and authorise appropriate budgets for the duration of each funding cycle or time limited piece of work
- consider quarterly finance reports and monitors SEA's cash-flow
- assesses the projected performance for the year, revising the budget where necessary
- carry out financial forward planning and ensures that SEA has a programme of fundraising and income-generation aimed at financial security
- ensure that the most effective use is made of SEA'S income, including any money not required for immediate expenditure
- ensure that grants and fees are used according to the terms of the grant agreement and spent on their designated purpose
- ensure that SEA does not take on any obligations which it may be unable to meet
- oversee internal systems of financial control to ensure that they are rigorous
- ensure the annual accounts are externally examined and presented to the members at the AGM
- review procedures e.g. future commitments, immediate spending plans, new sources of income due as and when required

### **Annual General Meeting**

- The accounts will be formally presented to the AGM
- An accountant will be appointed at our Annual General Meeting

### **Cheques and debit cards**

- Two Trustees will be signatories to the bank account.
- The treasurer will be needed for a cheque or any other instruction to the Company's bank to make a payment from the Bank Account (e.g. debit card payment, standing order, direct debit, etc.)
- Any two of the signatories below are eligible to sign a cheque or use the debit card

### **Purchasing and Payments Procedures**

- The Treasurer must authorise invoices, and check that the goods/services have been received at the correct price and ensure that the expenses incurred are reasonable and legitimate.
- Expenditure will be analysed under an appropriate budget heading and expenditure coded to a project
- No expenditure or commitment over £200 will be made unless there is planned budgetary provision. Any such unplanned expenditure shall be agreed at a meeting of the trustees.
- Payments to suppliers may be made by petty cash, card or cheque.
- At least three competitive quotations will be required for any item of capital expenditure above £1000.

### **Petty Cash**

- Petty cash is to be kept in a cash tin
- Petty cash is kept to a minimum (never exceed £200)
- Petty cash vouchers must have the budget head written on them. They are to be analysed each quarter
- All petty cash claims are authorised and submitted with receipts for expenditure before they are reimbursed.

### **Income Procedures**

- A record is to be kept of all incoming BACS payments (grants etc), cash and cheque receipts, which are to be signed by the receiver. This is to be reconciled quarterly to the bank paying in book.
- Receipts of cash and cheques will be recorded and verified immediately including full details of the receipt, which are to be used to enter details of the receipts to the bookkeeping system.

### **Bank Reconciliation & Record Keeping**

- The Treasurer are responsible for updating the books and producing quarterly income and expenditure statements and reports against the annual budget
- The Treasurer will carry out quarterly bank and petty cash reconciliation.

### **Fixed Asset Register**

- The Treasurer will maintain the asset register
- All assets over the value of £1000 will be physically verified once a year and depreciated at a rate of 25% per year.

### **Insurance**

- SEA will have Public Liability, Personal Accident, Trustee Liability and Contents insurance.