



## **Crockenhill School Parents' Association**

### **Financial Control and Expense Policy**

#### **Introduction**

This policy sets out the principles for Financial Control and Expenses within Crockenhill School Parents' Association .

It is relevant to all within the association and is endorsed by the committee of Crockenhill School Parents' Association .

It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers needs.

#### **Applicability**

This policy is applicable to all Trustees and Committee Members who are legally responsible for the running of the association and for all Members of the Association who are entitled to be reimbursed for out-of-pocket expenses which they legitimately incur whilst supporting the delivery of the charity's objects.

#### **Bank Account Management**

- The Bank mandate will require two signatures from a pool of three to four signatories
- The Treasurer will operate the bank account and retain passwords for online banking
- Any payments made through online banking should be authorised

#### **Expenses**

All Trustees and Volunteers of the Association may be reimbursed for reasonable expenses incurred whilst carrying out their duties as a Trustee of Crockenhill School Parents' Association .

A detailed list is below and all expenses must be approved by The Treasurer before purchase:

Food and drink purchased for events

Raffle Tickets

Stationery for use at fundraising events (eg tape, paper and pens etc)

Equipment to be used at events

Items to be sold at events (eg Christmas present room items)

Craft items for events (eg Mother's Day, Father's Day and Fayres)

Receipts must be provided for all expenses and claims for reimbursement must be made no later than the day of the event they relate to.

### **Purchases**

Members of the Association are entitled to be reimbursed for purchases made for the Association. Purchases must be pre-approved by the Treasurer or Chair and have already been agreed by the committee as an agreed spending of funds.

Any member who has not received pre-approval for a purchase is not guaranteed reimbursement.

Funding requests must be submitted on a Grant Request Form available from the Treasurer. Once agreed by the Committee, The Treasurer will inform The Head of School and make the payment to School for the agreed amount.

If funding requests are discussed at a committee meeting, attendees must be reminded of the Conflict of Interest Policy and declare any conflict before agreeing to the funding.

### **Waiving Expenses (Donating Expenses as Gifts in Kind)**

Members who generously waive their expenses or purchases as ‘donations’ to the Charity inadvertently create some difficulties. If reimbursement of expenses and purchases are not claimed they cannot be entered in to the accounts to show both the true running costs of the Charity and the generosity of its supporters through cash-donations. If the amount of waived expenses and purchases are entered into the Charity Accounts the Charity may not claim Gift Aid on these amounts as ‘Gifts In Kind’ are excluded from Gift Aid.

### **Changes to the policy**

The Committee reserve the right to change its Expense Policy to maintain consistency with current best practice and the needs of the Charity.

### **Explanatory Notes:**

- Telephone Calls - No reimbursement will be made for telephone calls that have incurred no actual cost as they were covered by a contract which included an allocation of ‘free’ calls.
- Mileage – no reimbursement will be made for mileage.

This policy will be reviewed annually by the Crockenhill School Parents’ Association committee prior to the AGM.