

ALSTON MOOR FEDERATION PTA - Financial Control Policy

Introduction

This policy sets out the principles for Financial Control within Alston Moor Federation PTA.

The PTA endeavour to spend the funds in ways that will benefit all children across the Federation. These are usually 'extras' that the school budget would not cover and make the children's experience at the Federation more fulfilling and exciting.

Applicability

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

The PTA committee is collectively responsible for its finances and must formally agree by majority to any project or spending to the Federation. However, it is the responsibility of the Treasurer to ensure all financial transactions are presented and recorded correctly.

Bank Account Management

- The Bank mandate will require two signatures from a pool of three to four signatories for each cheque.
- The Treasurer is authorised to operate the bank account and will retain passwords for online banking, a copy of which will be given to the Chairperson.
- Any payments made through online banking are to be authorised.
- The treasurer shall make a regular review of deposit, investment, and current accounts suitable for charities.

Purchases/Expenses

Members of the Association are entitled to be reimbursed for purchases including stationery costs made for the PTA. Purchases must be pre-approved by (the Treasurer or Chairperson) 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.

Receipts must be provided for all purchases.

All claims for reimbursement must be made within 30 days of the date of purchase.

There will be no payment of expense claims for committee members or trustees for petrol, telephone or childcare costs incurred when organising PTA events.

Handling Cash

There are extra procedures for the handling of cash due to difficulty of tracking transactions.

For large events, such as the fireworks display, there will be a minimum of two people counting cash. In addition, any other legal requirements under licences will be complied with.

Money from events will be banked within a week of the event unless required for petty cash to pay outstanding expenses or for floats at future events.

A maximum of £120 will be held in petty cash for payments of expenses or floats. Additional funds required for large events shall be provided by the Treasurer after committee approval and recovered from cash takings.

Accounts and Recording of Transactions

The Treasurer shall keep the accounts up to date to produce accurate reports for the Committee and to keep track of cash and bank balances.

The Treasurer shall produce an income and expenditure statement and bank reconciliation for Committee meetings plus a breakdown of all events.

The Treasurer with the Chairperson will make arrangements for an audit/independent examination of the accounts at the end of each financial year. This should be completed by a financially competent qualified person who is not on the Committee or related to a Committee member.

The Treasurer shall record the flow of money into and out of the PTA.

- All money received by PTA must be recorded, no matter how small the amount may be.
- All payments made from the account or out of cash income must be recorded and receipts retained.
- Bills must be paid when due.
- Donations to the school must be recorded and broken down into headings so that it is transparent what the money was used for.

The Treasurer and Chairperson will ensure that Accounts/Annual Reports/Annual Statement of Accounts/Gift Aid are submitted annually in line with all applicable legal laws/regulations to the Charity Commission and other required authorities.

Changes to the policy

The committee reserve the right to change this policy to maintain consistency with current best practice and legal requirements.

This policy will be reviewed annually by the Alston Moor Federation PTA committee.

DATED: 23rd September 2020

REVIEW DATE: September 2021