

**CHRISTIAN RELIEF AND EDUCATION FOR SOUTH SUDANESE
(CRESS)**



FINANCE POLICY PROPOSALS

A number of legal duties are required to be met in relation to accounting and financial reporting.

These include:

- Keeping 'sufficient' accounting records to explain all transactions and show the charity's financial position.
- Preparing an annual report and statutory accounts meeting legal requirements.
- Formally approving the Trustees' Annual Report and accounts.
- Ensuring that accounts are subjected to any external scrutiny required by law or by the charity's governing document.
- Ensuring that the Trustees' Annual Report, accounts and annual return are filed on time with the necessary governing body.
- Safeguarding the assets of the charity and ensuring proper application of resources.
- Taking steps for the prevention and detection of bribery, fraud, financial abuse and other irregularities.

CONTROLS REQUIRED OVER THE CHARITY'S BANKING AND CUSTODY PROCEDURES

CRESS money will be spent with the same level of responsibility, care and consideration as if it was your own money remembering it is the Lord's.

- Cheque and cash receipts should be promptly recorded in the accounting records.
- Cheques and cash should be banked regularly and promptly.
- Cheques and cheques not banked on the day of receipt should be placed in a safe or locked cash box.
- Funds should normally be banked gross without deduction for costs or expenses.
- Insurance cover for cash in hand and in transit should be considered.
- End of month balance in bank and CRESS accounts to be sent to CEO UK and UK accountant.
- Banking - Signatories: Any two of: Executive Chair, Finance Manager, Operational Manager.
- Safe - All cash to be kept in safe. Keys to be kept by Operational Manager and one off site under control of Executive Chair.

CHECKS THE CHARITY SHOULD UNDERTAKE ON INCOME RECORDS

Regular checks are required to ensure that:

- Records of cash and cheques received agree with bank paying-in slips or counter foils.
- Counter foils or paying-in slips agree with the bank statements, both in terms of amount banked and date of credit.
- Transfers or other direct payments into the bank are identified and verified against supporting paperwork.

- These checks should be made by someone other than the person concerned with the original recording of the transactions.
- CRESS UK will submit the grant funds to the agreed Diocese of Liwolo account in accordance with the budget.
- The Diocese of Liwolo Treasurer will withdraw a suitable amount of money to cover the expenditure to which the grant has been received.
- The Diocese of Liwolo Treasurer will produce records of the money withdrawn, the date and the exchange rate achieved.
- If the actual expense is lower than the estimated amount the difference will be handed back to the Office Administration Assistant along with the receipt.
- Any money paid back will be kept within the budget for expenses and not used for other purposes.
- Cash bought out on UK visits to be recorded by Diocese of Liwolo finance department and Bishop copied in.
- Where cash is received in the office, two persons are to count and record the money together, to prevent fraud and to protect the staff.

CONTROLS SHOULD BE IN PLACE FOR THE AUTHORISATION OF EXPENDITURE ON GOODS AND SERVICES

- Authority levels for placing orders and approving payments of items over \$500 (five hundred US dollars) should be approved by two members of the Procurement Committee, one being the Finance Manager.
- Ensure orders are placed within the agreed budget/grant level.
- Any additional spending outside the agreed budget/grant level should be authorised by the Operational Manager and Executive Chair.
- Suppliers are required to provide receipts for the precise amount of the work undertaken or product or service supplied. Additional charges may not be added without the permission of the Diocese of Liwolo Treasurer.
- Ensure invoices received are checked against orders confirming the price paid and the receipt of the goods or services ordered.

THE PAYMENT AND REIMBURSEMENTS OF EXPENSES

- By Thursday of the week before requests for expenses for the coming week will be submitted to the Office Administration Assistant.
- The Office Administration Assistant will produce a schedule of PROPOSED expenditure and pass this to the Diocese of Liwolo Treasurer before lunchtime on the Friday.
- The Diocese of Liwolo Treasurer will oversee CRESS grants and check the required expenditure against the budget and available cash and provide the Head of Operations in Uganda the list to approve, which will be passed back to the Office Administration Assistant the APPROVED expenses list.
- Staff will request money for the approved expense from the Office Administration Assistant who will issue the specific amount of cash along with a cash advance receipt to the member of staff. Money will not be issued for expenses that are not on the approved expenses list.
- The member of staff will provide a purchase receipt for expense to the Office Administration Assistant.

- If the actual expense is lower than the estimated amount the difference will be handed back to the Office Administration Assistant along with the receipt. Any money paid back will be kept within the budget for expenses and not used for other purposes
- The Office Administration Assistant will attach the purchase receipt to the cash advance receipt. At the end of the week all the receipts will be provided to the Diocese of Liwolo Treasurer.
- Further advances of money will not be provided to the member of staff until submitted purchase receipts for the previous expense has been received.
- Emergency or unplanned expense requests should be made to the Diocese of Liwolo Treasurer who will check that the expense request meets with the expense criteria and is within budget.

REPORTING, RECONCILIATION AND AUDIT

- All systems to be properly accountable with a clear financial reporting system which records grants received by CRESS UK and the expenses incurred covering those grants.
- The Diocese of Liwolo Treasurer will reconcile all the expenses on a monthly basis and provide a report to the CEO of CRESS UK. The report shall include all expense claims made, identify where purchase receipts have not been received, the exchange rate achieved and the variance of spend against budget/grant request.
- Expenses will be independently audited on an annual basis by a suitable qualified person.
- Receipts for all other projects, salaries and school fees to be filed and kept - delivery to UK office to be either when team visits or scanned at end of month as required.
- Any money sent from UK must be acknowledged when received and amount confirmed.
- Operational Manager to sign in money at the bank; the money is to be collected by the Finance Manager.

ITEMS THAT CAN BE EXPENSED

- Fuel for vehicles to travel to and from work and for work purposes.
- CRESS only vehicle maintenance.
- Travel and sustenance charges for essential people that are required to attend meetings in Uganda.
- Internet charges.
- Stationery.
- Approved work related travel charges.
- Partial Visa purchase (percentage tbc).
- Office upkeep.
- Costs associated with agreed CRESS events (e.g. family day).

This policy has been approved & authorised by:

Name:	Caroline Lamb
Position:	CEO
Date:	
Signature:	