

Healthwatch Croydon Financial Regulation Policy

Purpose of this document

Healthwatch Croydon wishes to outline the procedures and scheme of delegation for accessing its finances. It is the responsibility of everyone dealing with finances behalf of Healthwatch Croydon to be aware of and adhere to this policy.

We will review this policy on a regular basis.

Date: March 2014

Date for review: March 2015

Financial Regulations - Procedures and Scheme of Delegation

Budgets and business plans

The Board will agree an annual business plan and budget in advance of each financial year.

The Finance Director (FD) will monitor financial performance against the agreed budget and report to the board at regular intervals.

Funds should only be used for the items and purposes agreed in the budget. Any changes to the budget should be approved by the board. Expenditure should not exceed the budget provided. If higher spend is required this should be approved by the FD who will identify a source of additional funding and report to the board.

Financial Accounting arrangements

The FD will be responsible for the operation of the CAF bank account to maximise funds held. The FD will liaise with the accounting services provider (presently CNCA) to ensure that appropriate authorisation of funds, records are kept of income and expenditure and that cash spend does not exceed cash available and that the bank account does not become overdrawn. There will be a written agreement with the financial services provider which sets out, amongst other things the service to be provided, charges, length of service provision.

Treasury Management

A cash float of £100 will be available for the CVA manager at George Street for minor expenses to cover volunteers' travel expenses. Cash should be kept securely, in a lockable box. A record should be kept of how this float is used - type of expense, recipient, value.

Authorised signatories & Bank mandate (applicable once bank account is set up):

It is proposed that the following will be the authorised signatories for the bank mandate.

Mark Justice - Chair
Urvashi Bhagat - FD
Richard Pacitti - Director

All payments (by cheques only) will require two of the 3 authorised signatories. CNCA manager will administer the day to day bank activities.

Preparation of Annual Accounts and Statutory Compliance Reporting

The FD will make arrangements for the production of the annual accounts to meet required timescales as set out by the Companies House. The Board and Chair will be responsible for the production of the directors' report and CIC report.

The annual accounts will be presented by FD to, and approved by, the board before submission to Companies House or any regulatory/funding bodies. Annual reports and other formal documents required by Companies House or any regulatory/funding bodies will be approved by the board before submission.

Income

Invoices should be raised and collected within the terms of the contract for LB Croydon by the accounting services provider. All other earned income should be collected as soon as service is delivered.

Appointment of staff

The approval of the board is required for the appointment of any staff and this should be provided for within the annual budget.

Payment of directors

Contracts terms for any new paid directors should be approved by unpaid directors.

Once approved by the unpaid directors, payments should be made on a quarterly basis in arrears to directors.

Procurement of goods and services

Health watch Croydon should ensure it obtains best value from its procurement of goods and services.

Delegated limits for procuring good/services

- For any spend between £250 - £1,000, two verbal quotes should be obtained and either Chair or FD must approve before spend is committed.
- For any purchases/services between £1,000 - £5,000 three competitive quotes should be obtained and the Chair OR FD must approve before spend is committed.
- For any purchases/services between £5,000, a mini tender with service specification should be obtained and the Board must approve before spend is committed.
- All grants and commissioned work must be approved by the Board before spend is committed.

Petty cash

The FD will review petty cash float regularly and float of £100 will be delegated to the team manager will have to control day to day expenses.

Approval of invoices/payments

Payments for goods and services should only be made when goods/services have been received and delivered to agreed standard. The accounting team should ensure that goods/services are received by the relevant person and payments are approved by two of the authorised signatories.

Conflict of interest and gifts/hospitality

Any potential conflicts of interest should be declared at the Board meeting. Gifts or hospitality should not be accepted from any supplier.

Long term Contracts/leases

All commitments should follow procurement rules as above. Once approval has been given by the Board, the FD will review all contracts and leases and they will be signed by the Chair.

Fixed assets

A record should be kept of all fixed assets purchased and these should be kept securely.

Data protection

All records should comply with Data Protection regulations and law.

Urvashi Bhagat
Finance Director
13th March 2014

