



The Welsh Pony and Cob Society
Cymdeithas y Merlod a'r Cobiau Cymreig

Financial Procedures

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1. INTRODUCTION

1.1 The Need for Financial Procedures

These financial procedures explain the processes and monitoring which must be followed to ensure high standards of financial management and to satisfy the needs of the Charity Commission, Companies House, the Trustees, Society members and the Principal Officer.

Council Members and staff designated as Authorised Signatories for financial procedures are expected be aware of the requirements of the Financial Procedures and follow these in carrying out relevant functions.

1.2 Financial Procedures

These financial procedures may need to be updated/amended from time to time by the Finance & HR Committee and approved by Council.

The following documents, when issued, are to be treated as if they form part of the financial procedures:

- HM Revenue and Customs legislative requirements, including VAT
- Any other documents required by the Charities Commission or Companies House

1.3 Acknowledgement of Receipt of Financial Procedures

A list of all staff, Society officers and Trustees who are allocated a copy of the Financial Procedures will be maintained by the Principal Officer. Each person will be required to acknowledge receipt of the document and is under an obligation to confirm that they have read and understood its contents and agree to abide by them.

1.4 Compliance with the Financial Procedures

Compliance with the Financial Procedures is a compulsory requirement for all Council members, Society officers and staff.

Failure to comply may result in disciplinary action against the individual(s) responsible.

2. BUDGET

2.1 Introduction

Good financial management is about proper stewardship of the Society's funds and about using resources effectively to deliver services in accordance with the objects of the Society. This means ensuring that budgets are adequately managed to deliver performance which accords with that planned in terms of financial resources and service delivery within the organisation.

The aim of the Financial Procedures policy is to:

- Assist Society trustees, officers and staff involved in the budget process to understand the significance of that process in relation to the policies adopted by Council.
- To set out clearly the responsibilities of trustees, officers and staff in ensuring effective budgetary control.

2.2 Budget Planning and Preparation

As part of its business plan the Finance & HR Committee will present to Council an initial budget of income and expenditure, including a profile of expected expenditure and any other income over the year.

Such estimates shall be prepared prior to the start of the financial year by the Principal Officer in consultation with the Finance & HR Committee.

Budgets for specific events must include the cost of any travel, accommodation and subsistence for staff, officers, volunteers and trustees and may be outside the restricted amounts noted in section 10.

2.3 Processing of Approved Budgets

Once the budget has been approved by Council and subject to any restrictions imposed by any direction, the Principal Officer or Chairman of Finance will have authority to incur expenditure approved in the budget without further reference to Council on the following condition:

(a) The Finance Officer will inform the Principal Officer immediately in writing if it becomes apparent at any time that an overspend of the estimates of its expenditure over the year is likely to occur, in compliance with the Financial Procedures.

2.4 Monitoring

The Finance & HR Committee will set and manage the Societies budget so that it achieves its financial duties, as approved by Council.

- to process transactions as soon as possible;
- to remain within its cash limit and budget;
- to achieve efficiency savings;
- to provide value for money.
- to achieve the Society's objectives;

The Finance Officer will provide the Finance & HR Committee with a quarterly financial statement, showing the estimated cumulative income and expenditure to date compared with the budget profile to date, and performance against objectives. Additionally, a report on Human Resources will be presented to the Finance & HR Committee on a quarterly basis.

2.5 Performance against Objectives

The Society will operate management information and accounting systems, which will enable it to review financial and non-financial performance against agreed budgets and objectives in line with the business plan.

The Society's performance against objectives will be reported in its annual report and accounts.

3. INCOME

3.1 Introduction

The Principal Officer is responsible for ensuring suitable arrangements are in place for the timely collection, safe custody and prompt banking of money received.

3.2 Fees and Charges

The Finance Officer must endeavour to collect income due within thirty days and will have procedures to report and follow up outstanding debts.

3.3 Gifts and Donations

The Society is free to accept gifts, bequests or similar donations. These will be treated as receipts. The Finance Officer must keep a written record of gifts, bequests and donations received and strive to maximise donations via Gift Aid.

3.4 Receipts

An official receipt must be given whenever requested.

3.5 Cheques

All cheques must be made payable to **“The Welsh Pony and Cob Society”** or **“WPCS”**.

3.6 Cash Holdings

Cash held should be banked at least weekly in order to minimise risk. Where cash is to be left on the Society's premises overnight the following action is required:

- All sums of money are to be held securely in a locked cabinet on the premises.
- Any amounts in excess of £500 which are to be kept in premises must receive prior approval from the Principal Officer.

3.7 Paying-in to the Society's Bank Account

All money collected must be paid in promptly to the Society's bank account. A maximum of 5 working days should apply.

3.8 Completion of Bank Paying-in Slips

Bank paying-in slips must be completed correctly.

Cheque credits will be accompanied by a computer print out detailing the following information:

- i) date of processing;
- ii) the reference number which will connect the cheques or order with the account to which it relates;
- iii) the name of the account;
- iv) the amount of each cheques or order;
- v) the name of the drawer of the cheque;

3.9 Credit Income - Prompt Raising of Accounts

The Finance Officer shall be responsible for the prompt raising of Debtor's Accounts via an appropriate system.

3.10 Write-Offs and Special Payments

The Finance Officer shall keep a record of all losses and special payments, and all losses sustained or special payments made shall be reported immediately to the Principal Officer and Chairman of Finance and suitably recorded in the statement of accounts for each financial year.

Subject to agreements by Council, and up to a limit of £300 in each case, the Principal Officer may deal with and, where necessary, write off any losses in the following categories:

a) Cash losses

- Losses by theft, fraud, arson or gross carelessness (where every effort must be made to secure full recovery and prosecution must be pursued in all appropriate cases and disciplinary action taken where applicable);
- physical losses of cash. e.g. by fire;
- loss of cash equivalents, e.g. stamps;
- irrecoverable losses due to overpayments;
- unauthorised issues of cash.

4. PROCUREMENT

4.1 Introduction

All purchases of equipment, goods and services must be based on value for money, i.e. quality (or fitness for the purpose) and delivery against price.

The Principal Officer must take all reasonable steps to appraise the financial standing of any firm or other body with which it intends to enter into a contract.

Proposals for the making of gifts, donations and any other special payments outside the Principal Officer's delegated limits (see 4.2 below) require the prior approval of Council/ Finance & HR Committee.

4.2 Direct Supplies

Goods or services required may be obtained directly from the suppliers when the following procedures will apply dependent upon the value of the goods or services being purchased.

Up to £500

The Principal Officer will be responsible for authorising orders and should be satisfied that reasonable care has been taken to obtain goods or services of adequate quality and at a competitive price.

Over £500

A specification should be written and two quotations should be obtained from competitive sources. The Principal Officer can select the best value supplier, subject to prior budgetary approval from Council.

Over £5,000

A specification should be written and three quotations should be obtained from competitive sources. Quotations should be placed before the Finance & HR Committee who will recommend a supplier to Council for final ratification and approval. Prior approval may be given by Council for the Finance & HR Committee to proceed with identified purchases on occasion, should time be of an essence.

In order to ensure that all potential suppliers are treated fairly, quality factors should as far as possible be built in to the specification, which should be sufficiently detailed to enable quotations to be compared on a basis which is primarily related to cost. Any quality factors to be considered in the evaluation process should be defined prior to the receipt of quotations.

4.3 Tenders

In instances when Council deems it appropriate to instigate a tender process for the procurement of goods or services, the required public procurement legislation and regulations will be followed.

4.4 Inducements

Employees and trustees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, rewards or advantages for doing or not

doing anything or showing favour, or disfavour, to any person in their official capacity. If an allegation is made, it will be for the employee or trustee to demonstrate that any such rewards have not been corruptly obtained.

Employees and trustees must not benefit personally from any customer loyalty schemes offered by suppliers. Where such schemes are available they must either not be used or, with the Finance & HR Committees approval, they should be applied to the Society's benefit.

5. CASH

5.1 Cash Holdings

Where cash or cheques are to be left on the Society's premises overnight, all sums are to be locked in a suitable cabinet.

Any amounts in excess of £500 which are to be kept at the premises must receive prior approval from the Principal Officer.

5.2 Personal Borrowing of Monies

Under no circumstances should any employee borrow money from petty cash.

5.3 Shortages and Surpluses

Any shortages or surpluses arising when reconciling the cash collected with receipts should be clearly noted. The Principal Officer must determine whether the employee should be expected to make good shortages due to error. If errors are frequent or significant in value, disciplinary action may be appropriate, regardless of whether the individual has offered to make good the value of the shortages.

5.4 Petty Cash Claims for Reimbursement

Claims should be made frequently and not less than weekly on a form specifically provided by the Society for the purpose.

Receipts, invoices, or other relevant vouchers should support claims, where appropriate. In order to allow the Society to recover VAT paid on invoices the receipt must provide details of the supplier's VAT registration number.

All Franking Machine documents must be attached to petty cash claims, where applicable.

Claims must receive final approval from the Principal Officer or authorised signatory.

The petty cash must be reconciled on a weekly basis by the Finance Officer. A record should be kept of this procedure.

6. ORDERS FOR GOODS, SERVICES AND WORKS

6.1 Introduction

An approved form of official Purchase Orders is to be utilised.

Purchase Orders must be issued for all specific goods, services and works to be supplied to the Society unless the Principal Officer has specifically and formally approved alternative arrangements.

Purchase Orders are not required for electricity, gas, water, rates, rents, telephones, or for items acquired using petty cash imprest system.

6.2 Authorisation of Orders

All orders must be issued in writing and signed by the Principal Officer or Chairman of Finance.

A copy of the order must be retained, showing the authorisation.

The order must be completed with the following details.

- Supplier name and address.
- Invoice address.
- Full details of goods ordered.
- Cost (discount if applicable) or (estimate value).
- VAT (if applicable).

Top copy of official order (white) once authorised to be sent to the supplier; yellow copy to be retained by the Finance Officer.

6.3 Budget Provision

Orders must be based on the actual price, which is to be paid, or maximum estimate. This must be clear at the time of ordering and be noted on the Purchase Order.

6.4 Urgent Orders

Verbal orders must only be issued in exceptional circumstances where the matter is one of extreme urgency and must be approved by the Principal Officer. These orders must be confirmed in writing immediately.

6.5 Delivery

Goods will be delivered to the Society premises stated on the official order. The delivery note must be checked, dated and signed if correct by the person accepting delivery and passed to the Finance Officer.

The delivery note is to be attached to the second copy order (yellow) and held by the Finance Officer until the invoice is received.

7. PAYMENT OF ACCOUNTS

7.1 Introduction

The Finance Officer shall establish appropriate systems of control to ensure the proper payment of accounts.

7.2 Passing Invoices for Payment

It should be noted that only original invoices should be paid (no photocopies or faxes).

Prior to processing payment the Finance Officer must:

- check the invoice against the Purchase Order (where appropriate to ensure that prices either agree or appear reasonable based on the original order). Where prices are different, details should be discussed with the Principal Officer;
- ensure that the goods have been received, the work carried out or the service rendered satisfactorily;
- check that the prices are correct and appropriate discounts have been deducted;
- check that the inventory / stores records have been updated (where appropriate);
- check that payment has not been made previously;
- ensure the arithmetic has been checked.

The Finance Officer undertaking the above checks cannot certify "Final Approval" as well. This must be an authorised signatory.

7.3 VAT

In order to reclaim VAT on 'contracted out' services, the Society is required under VAT Regulations to obtain an account from the Supplier in a prescribed form, which must include the supplier's VAT registration number.

7.4 Prompt Payment

The Society must pay all matured and properly authorised invoices in accordance with the terms of contract or within 30 days of receipt of goods or a valid invoice, whichever is the later.

Staff who deal with processing creditor payments are required to follow the procedures set out below:

- The date the invoice received should be recorded.
- Where a dispute has occurred with the supplier regarding the invoice, this should be recorded on the invoice.
- All invoices should be date stamped at the point of initial receipt.

Any claims for interest on overdue accounts should be referred to the Principal Officer for investigation.

7.5 Copy Invoices

If an account is alleged not to have been paid, full enquiries must be made prior to passing the copy invoice for payment to ensure that the original invoice has not been paid nor is it awaiting payment in the system.

Where a copy invoice is passed for payment following sufficient checking, the copy invoice shall be clearly marked to indicate that it is a copy.

7.6 Statements of Account

Under no circumstances should statements be approved and passed for payment.

7.7 Financial Coding

All expenditure is to be properly coded to appropriate budget headings by the Finance Officer and other finance staff.

7.8 Year-End Procedures

The Principal Officer and Finance Officer must ensure that appropriate arrangements are in place following the end of the financial year to identify outstanding accounts, which should be charged to the previous financial year and to promptly pass such accounts for payment prior to the formal closure of the accounts.

7.9 Standing Payments

Only the Principal Officer or Chairman of Finance may approve standing payments. They will periodically undertake certification exercises to confirm the validity of standing payment data held, e.g. standing orders, direct debits, recurring payments.

7.10 Prepayments

Payment in advance for goods and services is to be discouraged under normal circumstances. However, where it is necessary for payment to be made in advance, adequate checks should be made to ensure that the supplier is financially sound. The nature and extent of such checks should depend on the amount of the proposed prepayment.

7.11 Cheque Signing

Signature of cheques by authorised signatories can be made up to pre-approved amounts, following the above procedures in relation to the purchase of goods and services (subject to conditions outlined in section 4.2).

7.12 Direct Debit authorisation

The Principal Officer can process direct debit payments up to pre-approved amounts, following the above procedures in relation to the goods and services (4.2). Utility bills are other standard direct debit payments can be processed subject to annual review of value for money provision.

Direct Debits should be monitored regularly and reported quarterly to the Finance & HR Committee who will further report to Council on total amounts.

7.13 Credit Notes

Credit notes should not be passed for processing where there is no ongoing relationship with the supplier. In such cases, alternative methods of recovery should be adopted.

8. SALARIES AND WAGES

8.1 Introduction

Staff costs

Subject to delegated levels of authority, the Principal Officer will ensure that proposals put forward for the creation of any additional posts does not incur forward commitments which will exceed its ability to pay for them.

Council Members

The Finance Chairman will ensure that the travel and subsistence expenses of Council Members submitted on the approved form with expenditure evidenced by receipts are paid at the rates determined by Council. Currently these rates stand at 35p per mile (as at January 2013).

Pay and Conditions of Service

The staff of the Society, whether on permanent or temporary contract, will be subject to levels of remuneration and terms and conditions of service as determined by Council.

Contracts of Employment

The Principal Officer must sign all staff contracts of employment on behalf of the Society, with the exception of the Principal Officer's contract, which will be signed by the Finance Chairman or Council Chairman or vice-Chair of Council.

8.2 Payments

The Principal Officer shall establish appropriate systems of control to ensure the proper payment of salaries and wages.

8.3 Notification of Information

The Principal Officer must ensure that proper arrangements are in place to notify the Finance Officer who is responsible for processing pay of any change in circumstances, which may affect an individual's pay. Such changes would include:

- Appointments, retirements, resignations, dismissals.
- Absences from duty for sickness or other reasons apart from approved annual leave.
- Changes in remuneration, including normal increments.

- Changes in hours of work and/or duties or any other factors affecting rates of pay or total pay.
- Information necessary to maintain records of service, pension entitlement, Income Tax and National Insurance.

8.4 Advances of Pay

The Principal Officer will only authorise payments of salaries or wages outside the provisions of the normal payroll in the following circumstances:

- Where an employee has commenced work, but pay records cannot be processed in time for the pay run, and where delay until the following pay date may cause hardship.

The Finance Officer must ensure that advance of salaries is properly processed and that no duplication of payment will occur and that no payment is in excess of the amount due to the employee at the time of payment. The Finance Officer maintains a register of advances of pay.

8.5 Salary Certification

The Society's Auditors, or other appointed person(s), will periodically check staff salary payments in conjunction with the Principal Officer to obtain independent verification of the accuracy of payroll records.

8.6 Absence Records

The Principal Officer will ensure that adequate procedures are in place to identify and record staff absences due to annual leave, special leave, sick leave and any other additional hours including time off in lieu. These records will be presented in as a Human Resources report to the HR/Finance & HR Committee and thereafter Council on a quarterly basis.

9. PENSIONS

9.1 Introduction

Staff may be eligible to join the Society's pension scheme and this will be outlined in the employee's contract of employment. Appropriate advice will be provided.

9.2 Review of Entitlement to Benefit

The Principal Officer will be responsible for undertaking periodic checks to ensure that persons to whom payments are made are still entitled to benefits.

9.3 Early Retirement

Council may consider applications for early retirement. Early retirements have an impact both upon the Pension Fund and upon the employer's contributions payable.

10. TRAVELLING AND SUBSISTENCE EXPENSES

10.1 Introduction

Council Members, President, President Elect, Society Officers and staff are eligible to claim travel and expenses in accordance with the rules laid down by Council.

10.2 Promptness of Claims

Claims must be made monthly, to be submitted to the office by the end of the month following the month in which the expense was incurred on forms approved for the purpose by Council.

10.3 Value for Money

Council Members and staff are expected to travel in the most economical and convenient manner appropriate.

10.4 Basis of Claim

The following rules must be observed when completing a claim:

Council Members & Society Officers

- The mileage claimed must not exceed the actual mileage of the journey. Current mileage allowance paid, as at March 2012, is 35p per mile or 40p per mile if carrying an eligible passenger (on Society business).
- Where a Council Member or Society Officer opts to travel in his/her own vehicle, in circumstances where a cheaper suitable mode of transport should have been used, the claim should not exceed that which would have been paid if the alternative transport had been used e.g. if it is cheaper to travel by train but the Council Member or Society Officer prefers to drive in his/her own car, he/she may claim the equivalent of the train fare. Cases where this applies should be clearly explained on the claim form.
- Except if a designated venue is set, and prior approval received from the Chair of Finance & HR, Trustees and Society Officers are not eligible to claim meals and refreshments.

Claims for meals and overnight accommodation

- Council members or Society officers incurring essential expenses* in the course of their work in respect of overnight accommodation shall have expenses reimbursed, subject to a maximum of £50 per night for bed and breakfast. No other subsistence claims are eligible.

*Essential expenses are those incurred when the Council Member / Society Officer would be required to leave home before 6am or arrive home after midnight. This is subject to approval by the Chair of Finance or Chair of Council and production of appropriate receipt.

Staff

The mileage claimed must not exceed the actual mileage of the journey. Current mileage allowance paid, as at March 2012, is 45p per mile. An additional 5p per mile can be claimed if carrying a passenger member of staff on Society business.

- The normal starting and finishing place for journeys undertaken during working hours will be the office location where the individual is based.
- Where an employee travels direct from home to a location other than his/her base, he/she shall be entitled to reimbursement of actual mileage providing the distance travelled does not exceed the distance that would have been travelled had he/she travelled from his/her base. A similar interpretation would apply for journeys from locations other than the employee's base to the employee's home.
- For official journeys undertaken outside normal working hours (i.e. weekends or evenings) the actual journey may be claimed e.g. employee's home to destination and return journey home.
- Where an employee opts to travel in his/her own vehicle, in circumstances where a cheaper suitable mode of transport should have been used, the claim should outline the reasons for this choice. If the reasons provided are not acceptable, the claim amount should not exceed that which would have been paid if the alternative transport had been used e.g. if it is cheaper to travel by train but a member of staff prefers to drive in his/her own car, he/she may claim the equivalent of the train fare.

Claims for meals and overnight accommodation

1. Staff, necessarily incurring expenses in the course of their work in respect of meals or overnight accommodation shall have expenses reimbursed, subject to approval by the Principal Officer and receipts of expenditure being produced.
2. Staff required to undertake duties requiring them to stay away from home, may claim actual expenditure incurred, in line with Welsh Government rates per night bed and breakfast. This is subject to prior approval by the Principal Officer and production of appropriate receipt.

10.5 Certification

All staff must complete and sign the appropriate travel and subsistence form.

The claimant certifies that:

- (a) mileage's claimed have been necessarily incurred solely in connection with Society business;
- (b) where subsistence expenses are claimed, expenditure represents actual expenditure, with receipts provided;
- (c) subsistence will be paid up to the maximum rate of £5 for breakfast (when working before 7am), £8 for lunch (when working between 12 noon and 2pm) and £10 for evening meal (when working after 8.30pm);
- (d) vehicle details are correct and relate to the vehicle used throughout the period covered by the claim;
- (e) vehicle insurance policy covers business use.

The Principal Officer will certify that the mileage claimed is within the scale authorised, and that journeys made, mileages claimed, times and subsistence claims are reasonable and are in accordance with obtaining best value for money.

Expenses claim forms relating to the Principal Officer must be referred to the Chairman of Finance or Chair of Council to be authorised.

11. BANKING and CASH MANAGEMENT

11.1 Introduction

The Principal Officer is responsible for ensuring that the Society's banking arrangements are carried out efficiently, economically and effectively. The Principal Officer should therefore ensure that these arrangements are suitably structured, represent value for money and are reviewed at least every two years, with a comprehensive review, usually leading to competitive tendering, at least every three to five years. The banking and cash management procedures are a central function. However, for cash flow purposes, it is essential that procedures in relation to 'prompt payment' of invoices and receipt of 'incomes' are adhered to.

Cash balances

Cash balances accumulated during the course of the year will be kept at the minimum level consistent with the efficient operation of the Society

Cash surpluses

Any cash surplus must be placed on deposit or term deposit until it can be used. The Principal Officer will provide proposals to the Finance & HR Committee that will seek to maximise the level of interest earned, subject to value for money and risk restraints.

Financial investments

The Society shall not make any financial investments other than the investment of cash which is surplus to immediate requirements.

Borrowing, lending and indemnities

The Society shall not, except as provided for in this document or otherwise with the consent of Council:

- a) have a bank overdraft at any time or borrow money in any other manner;
- b) give guarantees, indemnities or letters of comfort, etc, charge any asset or security, or incur any other contingent liability whether or not in a legally binding form, except where a liability is of a standard type which is given in the course of normal commercial business dealings.

11.2 Opening New Bank Accounts

The opening of any additional bank accounts for the deposit of funds must only be undertaken with the specific approval of Council.

12. LEASING

12.1 Introduction

Before entering into any lease the Principal Officer must be satisfied that the lease offers better value for money than purchase.

The Principal Officer will be responsible for arranging all leasing agreements, with the approval of the Council.

Note that the term “Leasing” in this regulation includes rental, hire (including contract hire) and deferred purchase agreements.

13. FRAUD AND IRREGULARITY

13.1 Introduction

The Welsh Pony & Cob Society is committed to the establishment of the highest standards of financial probity for all its officers and members and to ensuring that the Society is seen to be above reproach when dealing with any case of suspected fraud or corruption.

The Society will need to safeguard itself against fraud and theft. All cases of fraud and theft by Council members, staff or others whether proven or suspected (even when the sum involved is within the delegation limits) must be referred to Council.

13.2 Fraud Reporting Procedures

All employees and trustees have a responsibility in the prevention and detection of fraud and irregularity.

If an employee or trustee has reason to suspect or has knowledge of a fraudulent activity or irregularity, he/she should discuss the circumstances with the Principal Officer or Chair of Council.

In circumstances where there is evidence to suggest a criminal act has occurred, the Principal Officer will discuss the situation with the Chair of Council to decide whether the matter should be referred to the Police.

14. ASSET MANAGEMENT

14.1 Introduction

The Principal Officer, with the assistance of the Finance Officer, will maintain an accurate and up-to-date register of its assets and an up-to-date inventory list of all vehicles, plant and equipment.

The Principal Officer is required to take reasonable measures to ensure that all assets are adequately secured from risk of theft or damage.

14.2 Management and disposal of assets

The Society will at all times use its assets in the most cost efficient manner, and dispose of those assets which are surplus to requirements. Assets will be disposed of in an appropriate manner by the Principal Officer and reported to the Finance & HR Committee.

14.3 Inventories

Inventories of all IT and capital equipment and stock must be completed and kept up to date by the Principal Officer and Finance Officer. These records are to be held in a secure and fireproof environment and be made available on request to the Principal Officer, or in his/her absence, to the Chair of Council.

Verification of Inventories

All inventories must be physically verified and updated on at least an annual basis by the Principal Officer who will sign a copy by way of confirmation.

14.4 Portable High-Value Items

In the case of items of equipment, which are portable and of high-value, and where these are regularly removed from the Society's premises by members of staff, the Principal Officer is required to ensure that there are adequate arrangements to ensure who is responsible for such items at any point in time.

14.5 Insurance

The Principal Officer will ensure that adequate insurances are in place to cover all Society assets and resources, to include adequate Employee Liability, Public Liability, Professional Indemnity and any other cover deemed necessary.

Insurance policies will be reviewed annually by the Principal Officer and recommendations for renewal placed before the Finance & HR Committee and thereafter Council for approval.

15. SECURITY

15.1 Introduction

All staff are responsible for maintaining proper security, custody and control at all times for buildings, stocks, stores, furniture, equipment, cash, incoming and outgoing mail and all other Society assets.

15.2 Incoming Mail

Incoming mail should be delivered to a secure, theft proof environment.

Where mail may include payments to the Society or valuable contents, post opening procedures should be undertaken by two members of staff.

15.3 Outgoing Mail

Outgoing mail should be adequately protected whilst in the custody of the Society.

The level of protection required will be influenced by the nature of the items to be dispatched, i.e. the extent to which valuables or payments are likely to be included.

15.4 Receipt of Goods

All staff shall ensure that goods are adequately safeguarded when delivery is taken of them.

15.5 Personal Security of Staff

The Principal Officer must consider matters relating to the personal security and health and safety of staff and reasonable measures must be taken to ensure that risks to staff are minimised. Measures taken should be appropriate in relation to the extent of the risk and the cost of the measures.

15.6 Access to Buildings

The Principal Officer is required to implement reasonable security measures for premises. A record must be kept of all key holders which should be reviewed periodically, particularly with a change over of staff. The Principal Office will maintain the list of all key holders which will be provided to the Police authority and made available to Council on request.

Staff are required to comply with safety measures implemented. For example, doors must be closed/ locked where specified, staff must not let unidentified persons through security doors unless accompanied by a member of staff, at all times.

In providing access to and use of Society buildings, due consideration will be given to compliance with the Disability Discrimination Act and other pertinent legislation.

15.7 Background Checks on Employees

Prior to engaging staff the Principal Officer shall ensure that satisfactory written references are obtained.

Such references shall be obtained directly from at least one former employer where the applicant has been employed within the last three years immediately preceding engagement. In respect of employees joining directly from school or government-sponsored training schemes, two character references shall be obtained. The original copy of each written reference shall be retained.

16. PERSONAL USE OF SOCIETY EQUIPMENT

16.1 Introduction

Equipment is solely for use of the Welsh Pony and Cob Society business.

16.2 Permitted Personal Use of Society Equipment

Instances in which, staff are entitled to make personal use of the Society's equipment are strictly limited to the following:

- Urgent private telephone calls are permitted, subject to authorisation by the Principal Officer.

16.3 Other Associated Policies

Separate policies exist to cover use of the internet and email by staff employed by the Society.

17. RETENTION OF FINANCIAL RECORDS

17.1 Introduction

The Society will retain accounting documents and other financial records for a period in accordance with statutory requirements.

17.2 Retention Periods

Council will advise about individual instances but the following policy will operate unless the specific approval of Council has been obtained authorising disposal of the records concerned.

Type of Record	Retention Period
Financial Ledgers	Permanent
Payroll Documentation	Current Financial Year plus the Previous 7 Financial Years
Other	Current Financial Year plus the previous 6 Financial Years

In addition, any records relating to a year for which the external audit of The Society's accounts has not been finalised must be retained.

18. Associated Policies

Associated Society and other Policies should be read in conjunction with these Financial Procedures, to include the Data Protection Act, the Freedom of Information act, the Society's policy relating to use of IT (internet and email) and so forth (list is not exhaustive).

THE WELSH PONY AND COB SOCIETY
CYMDEITHAS Y MERLOD A'R COBIAU CYMREIG

FINANCIAL PROCEDURES

I acknowledge receipt of the Welsh Pony and Cob Society's Financial Procedures. I have read and understood its contents and agree to comply with the procedures.

Signature:

.....

Name (BLOCK CAPITALS):

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Post:

.....

Date:

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