

National Tremor Foundation Financial Controls Policy

National Tremor Foundation aims to ensure the fullest possible control of their organisation's finances by the Board of Trustees (the Committee). The Committee has agreed this set of policies and procedures to make sure that the organisation's money is used and accounted for properly and efficiently, to meet the organisation's objectives in the area of benefit as laid down in the Constitution, and as set out in any funding agreements or contracts.

Only those committee members authorised by the Committee, as recorded in the Minutes, may authorise expenditure on behalf of the organisation and then only to the level specified in this policy. Only the Treasurer and other named committee members authorised by the Committee, whose names are recorded in the Minutes, and reported to the bank, may sign cheques and other financial documents. The Treasurer must make a financial report at regular committee meetings, or if unavoidably absent, must submit a written report. At least two months before the beginning of each financial year, the Treasurer will draft a budget of income and expenditure, to be presented to the Committee for approval. Financial reports will include a report of actual income and expenditure against the forecast figures on the budget. The budget can be adjusted with the approval of the Committee.

Reserves Policy

The Committee will set a reserves policy each year which takes into account the specific risks the organisation may face. Risks might include lease obligations on the office space and cash flow contingency. Charity Commission advice is to keep at least three months' running costs in reserves.

Accounts Records

The Treasurer is responsible for keeping the accounts in a manual or electronic form. In whatever form the accounts are kept, separate records are needed for petty cash and bank transactions. In each case, income and expenditure will be recorded separately and analysed against budget headings. A separate bank reconciliation will be carried out for each bank account, on a monthly basis and passed to the chair for information. Back-up copies of records will be made on a memory stick or portable hard drive or by photocopy. The books may be inspected by any committee member on request to the Treasurer, with due regard to confidentiality. The Treasurer will also maintain files containing all bills, invoices, receipts, et cetera, as may reasonably be required for the annual independent examination/audit of accounts. All records, including copies of committee minutes will be kept in a safe place for not less than seven years.

Preparation and Presentation of Annual Accounts

The financial year for the Foundation will be specified in the Constitution. The Treasurer will prepare (or oversee the preparation) of annual statements of the accounts and arrange for them to be examined and certified by the independent examiner or auditor appointed in accordance with the Constitution. The Treasurer will present the annual accounts to the Trustees for approval before presentation to the AGM, after which the required reports will be made to the Charity Commission.

A distinction is made in the accounts between restricted and unrestricted funds. The treasurer is responsible for reporting on the use of both and seeking decisions on the expenditure of unrestricted funds.

Bank Accounts

The Foundation will hold accounts in its own name with such financial institutions as decided by the Committee and recorded in the Minutes. Bank statements should be addressed to the Treasurer.

Payments

All payments must be authorised by two out of 3 persons approved by the Committee and recorded in the Minutes. This should include the Treasurer. A bank mandate form will need to be completed each time signatories are appointed or changed. Under no condition is a signatory to sign a blank cheque. Cheque books will be held by the Treasurer or, in their absence, another signatory.

Expenditure

Money to be spent by this organisation may be authorised as follows:

- Up to £2,500 by the Treasurer, or in their absence another signatory.
- Up to £4,000 by the Treasurer and the chair.
- Over £1,000 by full Committee and recorded in the Minutes.

All expenses, including travel expenses, should be authorised in advance, unless unexpected journeys have to be made, and should normally be by the least expensive means of travel. Reimbursement will be in accordance with HMRC rules, which specify tax free limits.

Invoices and/or receipts in support of any expenses claim will be submitted together with an expenses claim form. No payment will be paid to any member of the Foundation except for reimbursement of legitimate out of pocket expenses and any other payment authorised by the Constitution.

Incoming Cash and Cheques

All cash received will be counted by at least two people (where possible), handed to the Treasurer and booked into the Treasurer's records.

All cash and cheques will be paid without delay into the bank. Cash received will not be used as petty cash, other than in exceptional circumstances.

Paying Bills

The procedure for paying bills is as follows:

- Any bill received must be checked and signed by the person authorising expenditure or who ordered the purchase.
- It is then passed to the Treasurer for second signatory, who will only pay if the expenditure has been properly authorised. Any request for unauthorised payments will be reported to the Committee.
- The Treasurer will keep a file of original bills, invoices, copies of orders, receipts, et cetera.
- The Treasurer will ensure that all electronic records are kept and recorded.

Investment Policy

The committee will prepare an investment policy including a statement on ethical investment and seek an appropriate investment manager.

These rules are to be regularly reviewed by the Committee and amendments recorded in the Minutes.