



# YMCA **Wales** Community College



## Financial Regulations





## **Introduction**

These regulations cover financial responsibility and accountability within YMCA Wales Community College (the College). It is intended to show clearly the way in which the duties of the College are carried out and by which person or group of people.

## **General**

College governors and employees shall ensure that the following principles are always followed:-

1. All funds are used in accordance with the College's Memorandum and Articles and legal requirements.
2. All use of funds must comply with conditions set by funding bodies.
3. Proper records are kept of all income and expenditure.
4. The accounts and financial information are audited as required.

## **Decision Making**

*The following financial responsibility has been delegated to:*

### **Chair of the Governing Body**

The Chair of the Governing Body will ensure that:

- a) There is a general financial oversight of income and expenditure and that it is checked each month by the Finance Officer and the Head of College.
- b) Financial planning and budgeting takes place.
- c) All financial and accounting procedures are implemented, working and are adhered to.
- d) Record-keeping and banking arrangements are satisfactory.
- e) There is monitoring of fixed assets and stock.

## **Head of College**

The Head of College has full responsibility for financial matter and must ensure that the above duties are carried out as and when required. The Head of College is responsible and accountable to the Chair of the Governing Body and ultimately to the Governing Body.

## **Finance Officer**

The Finance Officer has responsibility for day to day financial administration. The Finance Officer is accountable to the Head of College and ultimately the Governing Body.

## **Authorisation of Expenditure**

All Governing Body authorisation must be clearly minuted.

## **Cheque Signing**

Two signatures are required on all cheques. Any two from the following group of signatories - Chairman, Vice Chairman, Head of College, Finance Officer.

## **Financial Planning and Budgets**

### **Annual Budget and Forecast**

The Head of College and the Financial Officer shall prepare an annual budget and forecasts for the coming financial year.

### **Mid Year Return**

The Head of College and the Finance Officer shall prepare a mid year return and present this at the following Governing Body meeting.

### **Monitoring Income and Expenditure**

The Head of College has responsibility for monitoring actual income and expenditure as compared to budgeted income and expenditure on a monthly basis.

The Head of College shall undertake an annual self assessment of the College's financial health and it's compliance with the financial memorandum.

## **Financial Reporting Arrangement**

### **Yearly Financial Reporting**

The report of the audited accounts of the previous year shall be presented to the Governing Body at the first meeting of the academic year for acceptance and once signed, sent to the Welsh Assembly Government.

The result of the annual self assessment of the College's financial health and of its compliance with the financial memorandum shall be reported to the governing body.

### **Monthly Management Accounts**

The monthly management accounts shall be prepared by the Finance Officer and presented to the Head of College by the 15<sup>th</sup> of every month.

### **Annual General Meeting**

The Auditor will present the audited accounts to the annual general meeting in a way which provides an opportunity for questions.

### **Banking Arrangements**

No change in banking arrangements will take place without the authorisation of the Governors.

### **Signatories**

Any changes to signatories must be made at a Governing Body meeting and minuted.

### **Record-Keeping**

It is the duty of the Head of College to ensure that proper procedures and arrangements are made for record keeping. All records must be kept for five years in a secure and accessible manner.

## **Purchasing Requirements**

All purchase requests must be made in writing.

Purchases are ranked under the following headings:

- **Level 1 - £500 and below**

Written request with costings.

- **Level 2 - £500 - £1000**

Written request with **one** quotation on supplier headed notepaper.

- **Level 3 - £1000 - £10000**

Written Request with **three** quotations on supplier headed notepaper.

- **Level 4 - £10000 - £25000**

Written request with **three** quotations on supplier headed notepaper and approval from governing body.

- **Above £25000**

The College will invoke a full tendering process.

## **Petty Cash**

All petty cash must be included in the analysis categories and signed for.

## **Salaries**

Salaries are paid on the 26<sup>th</sup> of every month.

## **Audit**

The Finance Officer is responsible for preparing the accounts for audit.

## **Financial Administration Standards**

### **Finance Officer**

The Finance Officer must ensure that the following standards are adhered to and inform the Head of College of any non-completion.

### **Financial Overview**

- Must be certain that an individual/organisation is entitled to claim any amount payable before a payment is made
- Must ensure that all authorised payments are made in accordance with the terms of the supplier. Any payments not made must be reported.
- Must advise on any policy and procedure with financial implications, which is not being followed or where any improvements can be made.
- Must assist the head of College and Governors in financial matters.

### **Contracts**

- Must keep a record of all contracts with financial implications.

### **Financial Planning and Budgeting**

- Must assist in the annual budgets and forecast preparation and ensure that these are completed within timescales.
- Must monitor the budgets and inform the Head of College of any budget close to its limit.
- Must inform the Head of College immediately of any budget over its limit.
- Must inform the Head of College of any likely cash flow problems.

### **Reporting Arrangements**

- Must ensure that the annual accounts are completed on time.
- Must ensure that external bodies receive the financial information they require.
- Must ensure all monthly reports are completed by the 15<sup>th</sup> working day of the following month.

## **Banking**

Liaise with bank, auditors and other, bringing to the attention of the Head of College any issues or correspondence. Must ensure cheque signing arrangements are adhered to.

## **Record Keeping**

### **The Finance Officer must:-**

- Ensure that there are proper systems and written procedures for receiving and paying out cash and cheques.
- Maintain appropriate petty cash procedures and systems.
- Must keep records and documentation in an accessible manner.
- Ensure that any money due to the College is collected, procedures exist for action to be taken in cases of non-payment and such action is taken.
- Ensure all income is paid into the bank and there is enough petty cash always available.
- Ensure everyone handling money is fully aware of policy and procedures and that proper records and documentation is kept.
- Ensure that all financial records are kept for 5 years in an accessible but secure manner.

## **Fixed Assets**

- Must ensure that there is a record of the College's fixed assets.

## **Information**

- Ensure that the Governors and staff know enough about financial administration, book-keeping and the accounts for their work.
- Ensure that Governing Body members and staff know enough about expense policy and procedures so as to claim correctly.
- Ensure that there are enough finance forms available in an accessible manner.

*Adopted March 2006  
Amended May 2010  
Review August 2011*