Friends of Rivington PTFA Financial Control and Expense Policy

**Introduction**

This policy sets out the principles for Financial Control and Expenses within Rivington Primary PTFA.

It is relevant to all within the association and is endorsed by the committee of Rivington Primary PTFA.

It will be reviewed annually to ensure that it remains appropriate to the organisation and its volunteer’s needs. This policy is available to view on the PTFA page on the school website, the PTFA Facebook group, and paper or electronic copies can be provided on request from the committee.

**Applicability**

This policy is applicable to all Trustees and Committee Members who are legally responsible for the running of the association and for all members of the association who are entitled to be reimbursed for out-of-pocket expenses which they legitimately incur whilst supporting the delivery of the PTFA’s objects.

**Bank Account Management**

* The Bank mandate will require two signatures.
* The Treasurer will operate the bank account and retain passwords for online banking.
* Any payments made through online banking should be authorised by the committee.

**Use of Bank Cards**

* Any Bank card issued is the property of the PTFA and should be returned to the committee if the card holder is no longer an elected committee member.
* Bank cards should only be issued and used by the authorised bank signatories named on the card.
* Any purchases made using the PTFA bank card require a receipt to be handed to the Treasurer for correlation with the bank statement.
* All purchases must be agreed by the committee prior to purchase.

**Online Banking**

* Any online banking details issued are to be stored safely and only known to the person they have been issued to.
* If online banking details have been issued to an individual it is for their use only and not to be shared.
* If online banking details have been issued for the association rather than individuals, then these should only be known to the current bank signatories that have authority to act on behalf of the association.
* If a single authorisation is required: payments or transfers should be made only after agreement with the committee.
* If dual authorisation is required: one signatory creates the transaction and another signatory authorises the transaction. The committee should have agreed to any payments or transfers in advance.
* If a person with online bank details leaves the committee they should be removed as a bank signatory and the bank notified to remove their online access.

**Expenses**

All Trustees of the Association may be reimbursed for reasonable expenses incurred whilst carrying out their duties as a Trustee of Rivington Primary PTFA. A detailed list is below, and all expenses must be approved by (two members of the committee) of whom neither may be the claimant.

* Postage/stationery costs
* Printing costs
* Phone calls
* Travel expenses
* Mileage
* Parking charges

Receipts must be provided for all expenses over £10.

All claims for reimbursement must be made within 30 days of the date of the expense. Expense claims forms must be filled out in full and can be obtained in print or electronic format from the treasurer.

**Purchases**

Members of the Association are entitled to be reimbursed for purchases made for the Association. Purchases must be pre-approved by (the Treasurer or Chair) and have already been agreed by the committee as an agreed spending of funds.

Any member who has not received pre-approval for a purchase is not guaranteed reimbursement.

Receipts must be provided for all purchases over £10.

All claims for reimbursement must be made within 30 days of the date of purchase. Expense forms must be filled out in full and can be obtained in print of electronic format from the treasurer.

**Waiving Expenses (Donating Expenses as Gifts in Kind)**

Members who generously waive their expenses or purchases as ‘donations’ to the organisation inadvertently create some difficulties. If reimbursement of expenses and purchases are not claimed they cannot be entered into the accounts to show both the true running costs of the organisation, and the generosity of it’s supporters through cash-donations. If the amount of waived expenses and purchases are entered into the charity accounts, the Charity may not claim Gift Aid on these amounts as ‘Gifts In Kind’ are excluded from Gift Aid.

**Changes to the policy**

The Committee reserves the right to change its Expense Policy to maintain consistency with current best practice and the needs of the PTFA.

**Explanatory Notes:**

* Telephone Calls - No reimbursement will be made for telephone calls that have incurred no actual cost as they were covered by a contract which included an allocation of ‘free’ calls.
* Travel Expenses - Public transport should be used where possible, and if travel is by private vehicle, then a mileage allowance will be paid of 45p per mile, providing the vehicle used has a valid certificate of Insurance, a valid MOT certificate and road tax.
* Mileage will be calculated from school address (below) minus mileage from the members home address to school.

Tennis Street North

St Helens

WA10 6LF

* Parking costs incurred when on PTFA business will be reimbursed, parking tickets or penalty notices for failing to park in accordance with the local parking rules/terms and conditions will **not** be reimbursed.
* Tolls will **not** be reimbursed unless the journey could not be reasonably made without incurring the toll.

| Date | Action | Signed | Name | Role |
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| 17/4/23 | Approved for publication at EGM |  | Jen Longman | Chair |
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