FINANCIAL POLICY

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1. Purpose of this document.

To define the financial systems used by Huntingdon Area Money Advice (HAMA) and how they relate to all areas of the organisation. All suggestions for amendments to this Financial Policy document should be made to the Treasurer. Major amendments must be agreed by the Trustees. This policy will be reviewed annually in accordance with the recommendation of the Charity Commission.

2. Ordering Supplies and Services.

It is important that all orders are placed properly and are within agreed budgets and delegated powers. Orders for under £500 can be authorised by the treasurer alone but non-budget items above this amount must have the approval of another trustee.
Where it is expedient to do so, the Centre Manager, Trustees, employees or volunteers may purchase goods and services themselves and then reclaim the cost, with the proviso that

- Items over £100 and not included in the budget are discussed with the Treasurer before purchase
- Outstanding claims shall be presented to the Treasurer at least once per quarter.
- In the absence of the Treasurer and when there is urgency to make a payment, any two Trustees may approve a transaction.

3. Payment Authorisation.

All invoices must be authorised for payment by the budget holders (i.e. Centre Manager or Administrator). The authoriser is responsible for checking invoices for accuracy in terms of figures and conformity with the order placed, that the services or goods have been received, and following up any problems. The Treasurer must be informed if there are any queries delaying authorisation or if payment is to be withheld for any reason. All incoming invoices are to be passed to the Treasurer

following authorisation. Once authorised as above, suppliers will be paid promptly wherever possible, as good practise and a good witness to suppliers.

Requests for reimbursement will follow the protocol outlined in the Expenses Policy. Requests for reimbursement to the Centre Manager can be reimbursed by the treasurer up to the value of £100. If reimbursement is required above this amount in any one month it should be confirmed by another trustee.

4. Cheque Writing and Signing.

Signatories will only be drawn from Treasurer and Trustees and any new signatory must be approved by the Trustees (in the minutes of a meeting) before the bank is notified. All cheques require two signatures. Cheque signatories should check that the expenditure has been authorised by the appropriate budget holder before signing the cheque.

Transactions made via internet banking require only the input of the Treasurer to satisfy the Bank's security. However, any single expense of more than £500 which has not been included in the approved annual budget must be approved by another Trustee before the transaction is made.

5. Handling of Cash.

Handling of client's money should be avoided wherever possible. Where it is necessary, any cash received from clients must have a receipt issued to the client and a copy scanned in pdf format onto the HAMA One Drive in client's file. The cash must be shown to be used for the client's benefit e.g., purchase of a bankruptcy and receipt obtained. A copy of the receipt must be scanned in to the clients file and a copy given to the client.

6. Bank Account.

HAMA will hold suitable bank / building society accounts as decided by the Trustees from time to time. All income will be paid into the Current Account as soon as possible. Any fund balance other than petty cash will be held in accounts in the name of HAMA. The income and expenditure will be clearly recorded by the Treasurer.

7. Accounting records

Proper accounting records will be kept. The account system is based on computer facilities but manual/paper records may also be used.
At a minimum, the following records will be kept:

- Appropriate control accounts
- Annual budgets prepared for the last trustee meeting before the year end.
- Quarterly budget reviews made to the trustees at their meetings.

8. Budget Setting

At the first Trustees' meeting of the financial year the Treasurer will propose a draft budget for the year, for the approval of the Trustees.

9. Reserves Policy

The Trustees will seek to retain reserves equivalent to 3 months of total budgeted expenditure. Should the reserves fall below this amount, the Trustees will propose a plan to restore the reserve within a defined time period

10. Investment Policy

HAMA will only place its money in standard bank accounts and not in shares and equities.

11. Financial Monitoring and Independent Examination.

HAMA's financial year is from 1st January to 31st December. Annual accounts will be submitted for independent examination (by a qualified accountant or equivalent), following Charity Commission regulations and grant conditions. Final examined accounts should be ready for and passed by the Trustees in the first quarter of the financial year.

12. Role of Treasurer.

Extracted from Charity Finance Yearbook. Specific responsibilities:

- Prepare an annual budget
- Guide and advise Trustees in the approval of budgets, accounts and financial statements
- Keep Trustees informed on their financial duties and responsibilities
- Advise Trustees on the financial implications of HAMA's plans and key assumptions
- Confirm that the financial resources of HAMA meet present and future needs
- Understand the accounting procedures and key internal controls, so as to be able to assure Trustees of HAMA's financial integrity
- Record donations and claim Gift Aid tax refunds in accordance with HMRC requirements
- Ensure that the accounts are properly independently examined, that accepted recommendations of the Independent Examiner are implemented
- Present the prior year accounts to the Trustees in the first quarter of the new financial year.
- Submit the annual accounts and report to the Charity Commission within 10 months of the end of the financial year.

13. Role of Trustees.

Trustees are responsible for:

- Approving the budget for the year.
- Approving signatories to the bank account.
- Appointments of volunteers and budget holders.
- Receiving reports from volunteers on areas of concern.
- Approving exceptional items of expenditure.
- Monitoring the financial position based on the Treasurer's reports.
- Approving the annual accounts and annual report, noting the Independent Examiner's report and appointing an Independent Examiner for the current year.

14. Asset Register

Location/ User	OS	Item	Device Name	Make	Model	Date of purchase
John Pickersgill	W11	Laptop	HAMA09	Lenovo V15 IIL	82-C5	23/10/2020
John Leigh-Brown	W11	Laptop	HAMA10	Dell	Vostro 3591	24/12/2020
HCC Office	W11	Laptop	HAMA11	Dell Latitude	3520	Donated 2022
Roger Hickling	W11	Laptop	HAMA12	Dell Latitude	3520	Donated 2022
Colin Borland	W11	Laptop	HAMA13	Dell Latitude	5520	Donated 2022
GBC Office	W11	Laptop	HAMA14	Dell Vostro 15	5501	Donated 2022
Grace Obed	W11	Laptop	HAMA15	Dell Latitude	3520	Donated 2022
	W11	Laptop	HAMA16	Dell Latitude	5490	Donated 2022
Chris Nye	W11	Laptop	HAMA17	Dell Latitude	3500	Donated 2022
HCC Office	W11	Laptop	HAMA18	HP	250 G9	26/03/2024

Approved by the HAMA Board of Trustees: 20th October 2026

Due for review October 2027