



'Spurring each other on with love'

PFA Financial Control and Expense Policy

Introduction

This policy sets out the principles for Financial Control and Expenses within Bickleigh Down Church of England Primary School PFA. It is relevant to all within the association and is endorsed by the committee of Bickleigh Down Church of England Primary School PFA.

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 charity's objects.

Bank Account Management

To reduce the risk of fraud and ensure the PFA's funds are securely managed the following controls will be put in place:

- The bank mandate will require two signatures from a pool of three to four signatories (the trustees).
- The Treasurer will operate the bank account and retain passwords for online banking.
- Any payments made through the online banking should be authorised by the Treasurer.
- All changes to the bank account (e.g. changing provider) will be agreed by the Trustees.

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 then any payments or transfers should be made only after agreement with the committee.
- If dual authorisation is required then one person 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 bank signatory and the bank notified to remove their online access as soon as possible.

Other Payment Systems Management

- The Treasurer will operate other online / card reader payment systems. (e.g. PayPal, Stripe, Square card reader) and the Treasurer and Chair will retain passwords for these accounts.
- The Treasurer will regularly transfer funds from the online / card reader accounts to the bank account to minimise the funds sitting in these accounts.
- Refunds for cancelled events will be managed via the online system used for payment by the Treasurer. Only refunds and transfers to the bank account should be executed using the online systems (i.e. expenses will not be paid from these accounts).
- All changes to online / card reader payment systems (e.g. changing provider) will be agreed by the Trustees.

Expenditure Approval Reporting Process

The school will confirm their requests for PFA funding by email to the PFA and the annual spending plan will then be approved by the PFA trustees.

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 and 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 and returned to the Treasurer.

Expenses should not be deducted from cash takings at an event, rather full takings should be cashed and expenses then issued where possible.

All claims for reimbursement must be made within 30 days of the date of purchase.

Waiving Expenses (Donating Expenses as Gifts in Kind)

Members who generously waive their expenses or purchases as 'donations' to the Charity 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 Charity and the generosity of its 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 Financial Control and Expense Policy to maintain consistency with current best practice and the needs of the charity.

This policy will be reviewed annually by the Bickleigh Down Church of England Primary School PFA committee.

For the most up to date version of the policy, please request a copy by emailing bickleighdownpfa@yahoo.com or visiting the PFA section of the school website.

This policy was adopted on 28th February 2023.

Signed on behalf of Bickleigh Down C of E Primary School PFA (Chairperson)

A handwritten signature in black ink, appearing to read 'Hannah Walsh', written in a cursive style.

Hannah Walsh

This policy was reviewed as indicated below:

February 2023 created and approved.

Next review due February 2025.