FRIENDS OF STOKE ROW SCHOOL

fosrspta@gmail.com Charity Nos 1103703

STOKE ROW C.E. SCHOOL
'Shine Like Stars'

FOSRS Financial Procedures & Regulations

HANDLING OF RECEIPTS

- Counting and handling of any cash, cheques, or money orders received should be completed wherever possible by the Treasurer and one other person who ideally should not be related.
- Monies received must be noted in the appropriate finance system prepared by the Treasurer with a note of who counted and who validated the amounts.
- All donations and all amounts raised as a result of fundraising activity must be banked as soon as possible after receipt.
- In the period between receipt and banking these amounts should be kept in a separate locked cash box to that holding the petty cash. Said cash box should be held securely on school premises or at the home of the Treasurer.
- When FOSRS funds are secured in the school, FOSRS should obtain a written acknowledgment from the Head or from office staff. This acknowledgment must include the amount of money and where the funds are being stored.
- These amounts must not be added to petty cash as this obscures evidence of receipt, makes gift aid claims difficult and could give rise to confusion as to how much should be banked.
- The Treasurer should ensure that the pay in book is stamped by the bank or otherwise obtain a receipt which can be stapled into the pay in book to validate the amount paid in.

TRANSFERS TO SCHOOL

- In line with the FOSRS meeting of 1 December 2020, FOSRS should transfer any community and parental donations together with associated gift aid reclaims to the school on a timely basis without the need for prior approval by a FOSRS meeting unless the school request otherwise.
- For any other transfer of funds to School, authorisation must occur at a regularly scheduled meeting where either a quorum is achieved or where there are at least 6 members in attendance, or in exceptional circumstances, via email or WhatsApp of FOSRS class reps with any decision subsequently ratified in the next minutes of the FOSRS committee. To the extent that the expenditure is to be ringfenced for a particular purpose this must be communicated to the school in writing at the time of transfer.

AUTHORISING EXPENDITURES/PROCUREMENT

- FOSRS, as a registered charity, has an obligation to its fundraisers and supporters to spend their money wisely. As such the following procurement rules must be followed at all times to ensure that the process is open and transparent and that value for money is obtained.

- Authorisation for an item or set of expenditure must occur in advance of expenditure being incurred at a regularly scheduled meeting where either a quorum is achieved or where there are at least 6 members in attendance, or in exceptional circumstances, via email or WhatsApp of FOSRS class reps with any decision subsequently ratified in the next minutes of the FOSRS committee.
- For expenditure where the total for the item or set is expected to exceed £50 ideally three (minimum two) comparable quotes should be obtained and be brought to the committee for a decision as to how to proceed.
- For expenditure where the total for the item or set is less than £50 no quotes need to be obtained but value for money should always be considered.
- Out-of-pocket expenditures:
    - A FOSRS member may be reimbursed for reasonable out-of-pocket expenditures only if she/he submits a receipt to the Treasurer within 1 month of the expenditure being incurred (or a later period at the discretion of the Committee) and provided that any expenditure claim was agreed in advanced by the FOSRS committee.
    - Reimbursement must be made by cheque payable to the member or by bank transfer, and never in cash.

HANDLING OF EXPENDITURE

- Payments must be made by cheque or bank transfer not out of the petty cash.
- All cheques issued by FOSRS must be signed by 2 officers (or, if expressly authorised by the FOSRS membership, by 2 former officers while revised banking mandates are processed) who must not be related or reside in the same household.
- All bank transfers by FOSRS must be authorised by 2 officers (or, if expressly authorised by the FOSRS membership, by 2 former officers while revised banking mandates are processed) who must not be related or reside in the same household.
- Any bank accounts must be authorised by a vote of the membership and must be in the name of Friends of Stoke Row School (FOSRS).
- The current account should be used for all routine transactions, including deposits and withdrawals.

MAINTAINING FINANCIAL RECORDS

- All financial records must be saved for 6 years after the end of the accounting period to which they relate and then securely destroyed.
- All financial records, with the exception of completed gift aid forms, but including cheque books, paying-in books, records of receipts, financial spreadsheets etc. must be held securely by the Treasurer.
- Completed gift aid forms should be held in a locked cabinet in School but be made

available to the Treasurer or any FOSRS member delegated by the full committee to

complete the gift aid claims. Such Treasurer/FOSRS member is permitted to hold a password protected schedule containing the necessary
details in respect of regular donors to allow gift aid claims to be made. Such schedule should be reviewed at the end of each accounting period to update, if relevant, the date of the last donation from each donor and thereby check the date at which the underlying declaration should be destroyed.
- Proof of expenses must be initialled when paid together with the date and the corresponding cheque number if relevant.

MONITORING FINANCIAL ACTIVITIES

- The Treasurer will prepare a monthly summary of the receipts and payments. This must be reconciled to the bank statements and to the petty cash.
- The Treasurer will also prepare annual accounts for the year to 31 October. This will be on a receipts and payments basis (provided FOSRS does not incorporate or have gross income of £250,000 or more per year, either of which would trigger the need for accounts to be prepare on an accruals basis).
- The Treasurer should also maintain a list of FOSRS's assets and any ongoing liabilities for which reserves need to be held back.
- Where gross annual income exceeds £25,000 but is less than £1m, the Treasurer will arrange for the annual accounts to be independently examined.
- If gross income were to exceed £1,000,000 OR if total assets were to exceed £3,260,000 (and income were to exceed £250,000) the Treasurer will arrange for the annual accounts to be audited.
- To the extent that an independent examiner or external auditor is required, FOSRS should ensure that a minimum of 2 quotes are obtained if it is not possible to find someone who would volunteer to provide this service. Any costs incurred in respect of an independent examination or audit should be covered by FOSRS and deducted from the next transfer of donations to the School.

AVOIDING CONFLICTS OF INTEREST

- FOSRS members must be careful to avoid acting in circumstances in which their personal interests (business or otherwise) conflict with their interests as FOSRS members. This is particularly the case when it comes to procurement.
- To the extent that a conflict of interest arises it should be declared in the FOSRS meeting and that member should refrain from participation in any decision relating to that matter. This should be recorded in the minutes.