

Organisational and Financial Protocols for Elevate Guildford Ltd

Introduction

The purpose of financial management in the operation of all of the organisation's activities is to fulfil the company objectives in the most effective and efficient manner and to remain accountable to members and stakeholders.

Authority

- The Board of Directors (Board) is responsible for the financial management of all activities.
- The BID CEO is responsible for the day-to-day financial management of the organisation. The Board authorises the BID CEO to hire and supervise staff and independent consultants, pay bills, receive funds and maintain bank accounts. The BID CEO is authorised to manage expenses within the parameters of the overall approved budget, reporting to the Board of Directors on variances and the reason for these variances.

Cheques, Payments, Disbursements and Accounts Payable

- The BID CEO is authorised to sign cheques/make company business payments up to £500 per transaction. Cheques/Payments for amounts greater than £500 shall require the additional signature of the Board Chair up to a value of no more than £10,000 per transaction. Any amount over £10,000 will require Board approval and sign-off
- The Board of Directors must approve any use of the Board designated cash reserve fund.
- The BID CEO shall pay all agreed obligations and file required reports in a timely manner.
- The BID CEO shall limit vendor credit accounts to prudent and necessary levels.

Income and Other Receipts

- The BID CEO shall account for BID levy, voluntary contributions, grants, sponsorship and all other income, clearly defining the restrictions applicable to these funds.
- The BID CEO shall record fixed assets with a purchase price of £500 and above as capital assets in accounting records.

Financial Transactions with Staff and Directors

- No advances of funds to employees or Board Directors are authorised. Direct and necessary expenses include travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.
- In no case shall the company borrow funds from any employee or Board Director of the organisation without specific authorisation from the Board Chair.
- The Board Chair's signature of approval is required on all reimbursement requests. Original receipts must accompany requests to be reimbursed. Items without a receipt will not be reimbursed.

Donations and Gift Acceptance

The company may accept contributions of goods or services, other than cash, that are related to the programs and operations of the organisation to a value of £1000 maximum. Any other contributions of non-cash items must be entered into a register and reviewed and approved by the Chair and Board of Directors.

Petty Cash

To reduce administration time and cost, a petty cash facility should be maintained in a locked drawer in the office of Elevate Guildford Ltd to cover minor expenses. Receipts for such expenses should be maintained. No more than £75 should be held within this facility at any one time.

Contracts and Agreements

- The BID CEO is authorised to enter into contracts for activities that have been approved by the Board as a part of budgets or plans under £500 in a single transaction.

- The Chair must authorise any contracts in excess of £500 and less than £10,000 in a single transaction, having been reviewed by the BID CEO.
- All contracts with a financial value equal to, or greater than £10,000 in a single transaction will need Board approval.
- The BID CEO will obtain competitive bids for items or services costing in excess of £5,000 per unit.
- The BID CEO shall make no contractual commitment for bank loans, corporate credit cards, or for real estate lease or purchase without specific approval of the Board.
- Unless otherwise designated as a representative of the Company by the BID CEO, no other person has the authority to sign contracts or agreements on behalf of the Company.

Financial Reporting

- The Board of Directors shall review financial reports at each meeting.
- The BID CEO shall report the financial results of the Company to the membership on the schedule established by the Board. As part of this reporting, the BID CEO shall provide adequate information to members to enable each member to fulfil their financial oversight role.

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with Board-approved priorities, long-range organisation goals and specific five-year objectives:

- The BID CEO will be responsible for preparing the preliminary operating capital budgets using responsible assumptions and projection backgrounds, with a general goal and an unrestricted surplus.
- The preliminary budget will be presented to the Board of Directors for discussion in November.
- The final draft budget will be presented to the Board of Directors for approval in January.

Annual budgets are used for:

- Monitoring actual and budgeted costs for the Board's review by way of presentation of scheduled financial statements.
- Assisting the organisation to focus its resources on the goals and objectives set forth by the Board.
- Controlling financials by setting practical limits to be spent on specific programs and activities.

Budgets may be amended during the fiscal year when circumstances change substantially and subject to Board of Directors approval.

Asset Protection

In order to ensure that the assets of the Company are adequately protected and maintained, the BID CEO shall:

- Insure against theft and casualty losses to the organisation and against liability losses to Board members, staff or the organisation itself to levels indicated in consultation with suitable professional resources.
- Plan and carry out suitable protection and maintenance of property, building and equipment.
- Avoid actions that would expose the organisation, its Board or staff to claims of liability.
- Protect intellectual property, information and files from unauthorised access, tampering, loss or significant damage.
- Receive, process and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts and payments.
- A regular weekly off-site back up of computer data should be maintained in a secure location.