

FINANCIAL STANDING ORDERS

1. Banking

1.1 Accounts shall be maintained in the name of the co-op with financial institutions approved by the co-op

2. The Accounts

2.1 The Homes for Change financial year shall be from 1st October to 30th September.

2.2 The accounts shall be kept so that:

2.2.1 Legal requirements are met.

2.2.2 Final accounts in the recommended form are produced.

2.2.3 Suitable information for financial control is available.

2.3 The Treasurer is responsible for ensuring that the accounts are prepared and a suitable accounting system is being used

3 Budget

3.1 The Treasurer shall prepare an annual budget

3.2 Budgetary control statements shall be presented to the Committee on a quarterly basis.

4 Income

4.1 The co-op is to be safeguarded against loss of income by:

4.1.1 Prompt claiming of grants or monies due.

4.1.2 Prompt action against debtors.

4.1.3 Comprehensive accounting procedures and internal controls for all income sources.

4.2 Unpaid amounts shall only be written off with the approval of the Committee.

4.3 Personal cheques shall not be cashed nor shall IOUs be accepted out of monies held by the co-op.

5 Orders

5.1 Individual orders for non maintenance items which are estimated to commit the co-op to an amount more than £350.00 must be approved by the co-op.

5.2 Individual orders costing less than £350 may be approved by the Treasurer or by the relevant coordinator.

6 Audit

6.1 The Co-op shall have its accounts audited annually by a properly qualified and independent person.

7 Payments

7.1.1 The Treasurer may allow payments up to £500.00

7.2 Non-maintenance payments over £500 need the approval of the co-op, unless already agreed. The following being exempt:

7.2.1 Insurance payments

7.2.2 Auditor's fees

7.2.3 Gas, electricity, and water rates payments

7.2.4 Phone bills and Internet Services

7.2.5 Salaries and payments to sub-contractors

7.2.6 Maintenance work of up to £2,000, as long as the work has been approved in line with the Repairs procedure.

7.2.7 Emergency maintenance work of up to £4000, as long as the work has been approved under the Repairs procedure. This spending must be brought

to the attention of the next Committee meeting and evidence of value for money must be provided.

7.2.8 Stock condition survey repairs and fire safety improvements up to £50,000

7.3 All payments will be made against an invoice certified by the relevant person, as well as the Co-op member who has ordered the work.

Certification implies:

7.3.1 Receipt of the goods/service on satisfactory terms and conditions, or

7.3.2 Acknowledgement that advance payment is within the policy of the co-op.

7.3.4 The accuracy of the account

7.3.5 The expense can be met within the budget, or is an earlier agreed overspend.

7.4 All cheques need two signatures.

7.5 Five named members shall be allowed to sign cheques for the co-op.

7.6 Blank cheques will never be signed.

7.7 Petty cash will not be maintained other than for the collection of £1 shares.

7.8 The co-op will maintain a debit card which will be drawn on a separate account with a sweep of £1700. The card will be in the name of the treasurer (or other authorised person). It will be made available to members who need to buy goods or services for the co-op at the discretion of the treasurer.

8 Personal Expenditure

8.1 When undertaking business on for Homes for Change, members of the co-op or members of staff are allowed to claim for any reasonable personal expenses that they may incur.

9 Salaries and Wages

9.1 Salaries and benefits paid to staff, shall be on the basis of the contract of employment as agreed by the Committee.

10 Insurance

10.1 The Treasurer shall effect all insurance cover and negotiate all claims with the help of other members, where necessary.

10.2 The Treasurer is responsible for checking that insurance policies are not invalidated by failure to meet the terms and conditions.

10.3 Members shall let the Treasurer know about all new risks, and of any loss, liability or damage or any event likely to lead to a claim.