
Financial Policy
&
Procedures Manual

Policy Area	Financial Policy & Procedures Manual
Policy no.	Policy no. 44
Policy version	Version number 1
Policy operational date	22.01.2024
Policy review date	22.01.2025

torc.CFRC
Financial Policy & Procedures Manual

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Introduction

This document has been prepared with the intention of ensuring, that at all times, torc.CFRC assets are properly used, that its funds are spent effectively and that its financial affairs are managed in accordance with best practice.

The document sets out the financial controls in place in relation to the operation of torc.CFRC and its financial affairs.

It is necessary to have internal controls and procedures in place for the following reasons:

- Internal controls ensure that the organisation complies with its legal obligations to safeguard its assets.
- To administer the organisation's finances and assets to help prevent loss, waste, theft, and fraud.
- To ensure the quality of financial reports, by keeping good accounting records and preparing timely and relevant financial information.
- To ensure that there is clarity and consistency in practice, that work plans are achieved in a good and consistent way, while complying with statutory and best practice requirements.

The Financial and Internal Control Procedures are intended for use across the entire organisation.

Following training, it is expected that all senior managers, staff, and Board Members follow the procedures contained in this document.

It is important that the financial and internal control procedures are:

- Used as a mechanism for continuous improvement.
- Incorporated into service/ department plans and implemented in a timely manner.
- Considered in a way that adds value to the end user / beneficiary.
- Used as an accountability measure for Tusla and all other funding bodies.

1. The Importance of Financial and Internal Control Procedures

Financial and Internal Control Procedures assists torc.CFRC in achieving the standards in accountability and transparency envisaged in recent developments within the Charities sector, including:

- The Charities Act 2009.
- The establishment of the Charities Regulatory Authority (CRA).
- The CRA Charities Governance Code.
- Statement of Recommended Practice (SORP) for Charities. (IF APPLICABLE)
- Expectations of funders.

Financial management involves planning, controlling, and monitoring the financial resources of the organisation to achieve our objectives. At the heart of financial management is the concept of internal control. Financial control occurs when systems and procedures are established to make sure that the financial resources are used properly.

Board members are ultimately accountable for the financial affairs torc.CFRC. They must ensure that the organisation keeps an accurate record of all financial transactions that take

place in order to show how the funds are being used. Proper financial controls ensure accountability and transparency for torc.CFRC.

This document sets out the procedures to be followed by all staff and Board Members of torc.CFRC in order to ensure that all items of Income and Expenditure are properly recorded, that the books of accounts are in accordance with recognised accounting practice and at all times give a true and fair view of the state of affairs of the organisation.

2. Corporate Governance

2.1 Mission and Objectives

Mission Statement:

torc.CFRC MISSION STATEMENT

Objectives:

The main objective for which the Company was established as set out in the Constitution is stated as: (INSERT MAIN OBJECTIVE).

Its Subsidiary Objects are: (INSERT SUBSIDIARY OBJECTS).

2.2 Organisational Structure

torc.CFRC is a company limited by guarantee (CLG) and not having a share capital. Our company registration number is 388446 Our Registered FRC address is: Main Office, Ballyspillane CFRC, Killarney, Co. Kerry V93FD1H

We are a registered charity with the Charities Regulatory Authority (CRA). Our CRA Number is 20060329 As such, we are governed by the Charities Act 2009. The Board is responsible for ensuring it remains aware and informed of future changes to the Act. It is the responsibility of the Manager to keep the Board updated on this.

We also hold tax exemption status with the Revenue Commissioners. Our Revenue Charity Number (CHY) is CHY 16622

torc.CFRC is governed by a Constitution. (INSERT HOW BOARD MEMBERS ARE ELECTED). The Board appoints Officers, including a Chairperson, Vice Chair, Company Secretary and Treasurer.

2.3 The Board

torc.CFRC Board of Directors is responsible for setting and overseeing the organisation's strategic direction and for ensuring that the highest standards of operations and governance are followed. It has the ultimate legal and financial responsibility for all the activities of torc.CFRC. All directors are equally and collectively responsible in law for the Board's actions and decisions and have equal status as directors of the board.

Further details on the role of the Board can be found in our Governance Handbook.

Board members and members of all sub-committees agree to abide by torc.CFRC governance policies, including our Code of Conduct, Confidentiality Policy and Conflict of Interest and Loyalty Policy.

The Board has established Sub-Committees (SC) to support the Board in its work namely:
(INSERT NAMES OF SUB-COMMITTEES HERE)

2.3. Finance Sub-Committee:

The role of the Finance Sub-Committee (SC) is to assist, support and advise the Board in the management and monitoring of the organisation's finances, business activities and strategic direction. See Appendix 1 for the Terms of Reference of the Finance SC.

2.4 Role of Board Members

Directors are appointed by the Board for specific terms and in accordance with the provisions outlined in the Constitution. Officer roles are:

Chairperson

The role of the Chairperson is to lead the Board and ensure its effectiveness on all aspects of its responsibilities. He/she/they will ensure that meetings are effectively run, that the Board and the organisation function to standards of good governance practice, and that the organisation is effectively managed. The Chairperson will be supported by the organisation's sub-committees and Board members in ensuring the proper execution of their duties and will work closely with the Manager.

Company Secretary

Under company law, every incorporated entity is required to have a Company Secretary whose primary duty is to ensure the company fulfils its statutory obligations and fully complies with the law. The Company Secretary's other key duty is to ensure that the Board conducts its duties in accordance with the highest standards of governance. The Secretary cannot be an employee and the responsibilities of the role cannot be delegated to employees. However, it is agreed that the Manager and other staff members will be required to assist the Secretary in the execution of the role.

Company Treasurer

The primary role of the Company Treasurer with the support of the Finance SC is to maintain a financial overview of the organisation and to ensure that financial affairs are operated in line with legal, regulatory, and constitutional requirements and within accepted accounting practice. The Company Treasurer with the support of the Finance SC also monitor the financial health of the organisation and ensure that funds are being utilised in accordance with the direction set by the Board.

2.5 Directors Responsibilities in preparing Financial Statements

The Directors are responsible for preparing the Directors' Report and the Financial Statements in accordance with the Companies Act 2014.

Irish company law requires the Directors to prepare financial statements for each financial year. Under the law, the directors have elected to prepare the financial statements in accordance with FRS102 the Financial Reporting Standard applicable in the UK and Republic of Ireland issued by the Financial Reporting Council.

Under company law, the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities, and financial position

of the company as at the financial year end date and of the profit or loss of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing those financial statements, the Directors:

- Select suitable accounting policies for the Company Financial Statements and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the financial statements have been prepared in accordance with the applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and profit or loss of the company to be determined with reasonable accuracy, enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be audited.

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website.

2.6 Governance & Quality Standards

The Board is committed to achieving and demonstrating the highest standards of governance and organisational quality. This means that we:

- Have fully implemented the Charities Regulator Governance Code.
- Prepare the financial statements in accordance with FRS102 or
- Prepare an annual report and financial statements in line with the Charity SORP (Standard of Reporting Practice under FRS102).

2.7 Management of Organisation

The Manager is responsible for the day-to-day operation and management of torc.CFRC. The Board appoints the Manager who is responsible to the Board. The full role specification for the Manager is outlined in their job description.

2.7.1 Management Team (If Applicable)

The Management Team reports to the Manager and manage departments within the torc.CFRC. As of (INSERT DATE), these roles are:

INSERT MANAGEMENT TEAM ROLES HERE

Full job specifications for all staff and managers are maintained.

2.8 torc.CFRC Organisational Structure

(INSERT ORGANISATIONAL CHART HERE).

3. Key Financial Controls

3.1 Provision and Communication of Financial Information

Management accounts are prepared monthly and within one week month end are available for review by Senior Staff & Finance SC. Management Accounts currently include information on income and expenditure of all funding streams.

A Summary report is presented to the monthly Board meeting.

3.2 Segregation of Duties

Segregation of duties is an essential control feature to reduce the risk of fraud, error, and misstatements. No single individual has sole responsibility for any single transaction from authorization to completion and review.

3.3 Budgetary Control

Budgets are prepared annually by the Finance Administrator with input from all departments. Proper and realistic estimates of Income and Expenditure from all activities are made for each financial year based on the funding received and reviewed by the Finance Sub-Committee.

3.4 Risk Management

torc.CFRC Risk Management Policy supports the internal control systems, enabling the organisation to respond to operational, strategic, and financial risks. The document outlines details of risk assessment, roles, and responsibilities, and how risk is recorded and managed.

torc.CFRC Risk Register records the key risks facing the organisation and is maintained and updated annually and more frequently where risks are known to be volatile, or a new risk emerges. The Register includes details on the risk, its risk rating, steps taken to mitigate the risk and responsibility for the action.

Reports are made to the Board of Directors meetings via the Finance SC report to the Board.

For further information, see Appendix 2 the Board-approved Risk Management Policy and Risk Register.

3.5 Responsibility

The culture of control is embedded in the operations of the organisation. This culture is cultivated by the Board and Senior Management who lead by example in adhering to the internal financial controls.

3.6 External Audit

Our (INSERT MOST RECENT YEAR) Annual Financial Statements were audited by (INSERT NAME & ADDRESS OF AUDITOR).

An Audit Tender process will take place at least every (INSERT NUMBER OF YEARS) years under the direction of the Finance SC who will make a recommendation to the Board.

3.7 Detection of Fraud

torc.CFRC is committed to maintaining an open culture with the highest standards of honesty and accountability where workers can report any concerns in confidence. The torc.CFRC Protected Disclosures/ (Whistleblowing) Policy protects staff and the organisation by encouraging staff to make a disclosure if they have a concern about a significant serious matter including fraud.

The Protected Disclosures (Whistleblowing) Policy also outlines the procedure that should be followed in this event.

3.8 Review of Controls

The Finance Sub-Committee ensures a review is conducted of the effectiveness of the organisation's internal financial controls. An assessment of whether controls are relevant to and appropriate for is carried out periodically.

3.9 Maintenance of Books and Records

To ensure that proper books and accounting records are kept in accordance with sections 281 to 285 of the Companies Act 2014, the organisation has employed appropriately accounting personnel (Finance Administrator) and have maintained appropriate computerised accounting systems.

4. External Financial Reporting

Audited annual financial statements are approved by the Board and lodged annually with the Companies Registration Office and with the Charities Regulatory Authority. Financial statements are sent to all Members ahead of the Annual General Meeting. Members of the public can access our audited accounts through the Charities Regulatory Authority website and our own torc.CFRC website.

4.1 Preparation of Annual Financial Statements

torc.CFRC financial statements are prepared in accordance with FRS102 and (IF APPLICABLE SORP - Statement of Recommended Practice). Charities SORP which requires a greater level of information and disclosures to provide transparency and accountability. Some of the key components as presented in our (INSERT YEAR) Financial Statements include:

- A Detailed Directors Report outlining activities for the year.
- All income is identified as being restricted or unrestricted.
- Detailed Notes to the accounts identifying sources of Restricted income.

4.2 Computerised Accounting Records

The financial records of torc.CFRC are computerised. We use (INSERT NAME) accounting software. It backups daily to prevent loss of data in case of system failure.

At present access to (INSERT NAME OF ACCOUNTING SOFTWARE) is restricted to the following staff members: INSERT POST NAMES e.g., Finance Administrator, Manager etc.

The laptops which provide access to (INSERT NAME OF ACCOUNTING SOFTWARE) is encrypted and password protected. (INSERT NAME OF ACCOUNTING SOFTWARE) itself is also password protected.

It is the Finance Administrator's responsibility to safeguard the finance records of the organisation. Our Finance records are held in our company office torc.CFRC BALLYSPILLANE ESTATE, BALLYSPILLANE, KILLARNEY, CO KERRY.). Under statute, all companies must hold records for 7 years.

All Finance records that need to be disposed of are shredded at our company office.

4.3 Accounting Records and Policies

At staff level, it is the Finance Administrator's responsibility to ensure proper books and accounting records are maintained. The Finance Administrator also has responsibility for reconciling accruals, accrued income, pre-payments, and deferred income.

4.4 Taxation

Tax Clearance - A Tax Clearance Certificate is confirmation from Revenue that a company's tax affairs are in order at the date of issue. Confirmation of tax clearance can now be done online once the relevant access code is provided. Funders, both Government and Non-Government can request torc.CFRC access code to verify that our tax affairs are in order before a grant is released.

4.5 VAT

In general, many of the activities carried out by Charities are considered to be either outside the scope of or exempt from VAT. Charities engaged exclusively in such activities are neither obliged nor entitled to register for VAT.

5. Operations of Bank Accounts

5.1 Opening/ Closing of Bank Accounts

The Board authorises the opening of all bank accounts in our registered company name – torc.CFRC. The list of accounts as (INSERT DATE) is outlined in Appendix 3.

The Board will ensure that the number of accounts being operated is kept to a minimum and that there are justifiable business reasons for all accounts held.

Bank accounts which are no longer required, or which are dormant will be brought to the attention of the Board. The Board must approve the closure of any bank account. If approved, bank accounts are closed, and balances transferred to a main account on the written request of two mandated signatories.

Third parties are not allowed to open bank accounts in the company name or use our bank accounts to receive or transfer money.

5.2 Authorised Signatories

Those authorised to give instructions on torc.CFRC are (INSERT NAMES).

5.3 Banking Online

A banking online facility for A.I.B Bank exists for electronic banking. This allows (torc.CFRC) to review account information and make transactions, as necessary.

The segregation of duties prevents any single person from being able to control resources or obtain unauthorised access to account information.

Currently, (INSERT NAMES) are set up as users on the A.I.B online banking. A log in with passwords using a digipass which generates a unique password (OTC/P – One Time Code/Password) each time a log in is requested by a user. (INSERT POST NAME) are currently the Local Administrators on the A.I.B online banking.

All users of our online banking must ensure that anti-virus software, spyware protection on all devices is kept up to date.

The organisation treats all e-mails received relating to bank accounts with caution. Finance Sub-Committee/Board Members and Staff do not respond to emails or telephone calls asking for personal security details.

Banking Online Access Rights

The main access rights of personnel with access to Banking online

Name	Function
Finance Administrator	View and Print Statements, Set up Payments & Beneficiaries.
(Local Administrator)	View and Print Statements, Set up Payments, Approve Beneficiaries, Authorise payments up to a maximum limit of € (INSERT AMOUNT). Daily Limit € (INSERT AMOUNT).
Manager	Approve Beneficiaries, Authorise payments up to a max limit of € (INSERT AMOUNT). Daily Limit € (INSERT AMOUNT).
Chairperson	Approve Beneficiaries, Authorise payments up to a max of € (INSERT AMOUNT). Daily Limit € (INSERT AMOUNT).
Company Treasurer	Approve Beneficiaries, Authorise payments up to a max of € (INSERT AMOUNT). Daily Limit € (INSERT AMOUNT).
Board Member Name	Approve Beneficiaries, Authorise payments up to a max of € (INSERT AMOUNT). Daily Limit € (INSERT AMOUNT).

Electronic Funds Transfer (EFT)

EFT is used to pay suppliers who have submitted their bank details and is the organisations preferred method of payment. All salary payments are paid by EFT.

Suppliers are entered onto the system after receiving their bank details.

Once an invoice/expense claim has been received and checked a Payment Request form is completed by the Finance Administrator and with the attached invoice/expense claim DocuSign is used to seek authorisation and approval signatures for the payment request. Once the DocuSign is authorised and approved the Finance Administrator creates the

payment on the online banking. Payments of more than € (INSERT FIGURE) require two authorisations.

All suppliers, whether existing or new, are encouraged to submit bank details allowing payments to be made electronically thereby reducing time and cost.

5.5 Bank Reconciliations

Bank reconciliations are prepared on a monthly basis by the Finance Administrator to make sure all monies received were lodged into the organisation's accounts and any discrepancies resolved. Bank statements for the accounts with AIB bank can be accessed through banking online although a hard copy is received on a monthly basis. Transfer or other direct payments into the bank are identified and verified against supporting paperwork.

Direct debits, standing orders and transfers are reviewed on a monthly basis.

6. Purchases and Creditors/Payables

The purpose of this procedure is to safeguard torc.CFRC interests and to facilitate best purchasing practice including fitness for purpose, value for money and enhanced supplier relationships.

6.1 Purchase Authorisation Limits

The following purchase authorisation have been approved by the Board:

- Expenditure up to a maximum of € (INSERT FIGURE): (INSERT POST NAME)
- Expenditure up to a maximum of € (INSERT FIGURE): Finance Sub-Committee.
- Expenditure in excess of € (INSERT FIGURE): Board of Directors.

The Board of Directors will seek three quotes for purchases relating to Public Procurement in excess of €5,000 ex VAT.

6.2 Company Credit Cards

The holding of a company credit card is restricted to the Manager/Childcare Manager This is considered appropriate for the organisation and any additional credit cards will require prior authorisation from the Board.

The credit card will be recovered from this employee if they leave their post, and the card account is closed. A new employee filling this position will receive a new card and, in this case, prior board approval is not required.

The credit card can only be used in connection with the company business. The purchasing procedure and limits on purchases (as outlined in this section) also apply to the use of credit cards.

The credit card limit is € (INSERT FIGURE). Changes to the limit must be approved by the Finance Sub-Committee/Board.

Other departments may use the company credit card when prior approval is sought from the cardholder to do so. Approval must be sought on each occasion the card is to be used and details must not be stored by staff members in written or electronic form.

Where a card is used by a non-cardholder, the staff member obtains the card details from the cardholder, then makes a payment to the relevant supplier and prints off all relevant receipts and e-mails in relation to the expenditure. The necessary receipts are then given to the Finance Administrator to support all transactions.

The Finance Administrator receives a monthly Credit Card statement by post a month in arrears. Each statement is then given to the credit cardholder so they can review, code, and attach the necessary receipts. Documents are returned to the Finance Administrator with receipts and cross checked. Completed statements are processed and filed by the Finance Administrator. The payment is made by direct debit from the torc.CFRC each month.

Credit Card Security

The person responsible for the physical custody of the card is also responsible for the physical security of the card and the account number, including at times when the card is being used.

- The card must be signed by the cardholder.
- The card must be carried on the person at all times.
- The PIN should not be written down or exchanged with any other member of staff.
- The card holder must not allow unauthorised individuals to use his/her/their account number.

- The card account number and related documentation shall be secured in a locked space when not in use.
- Credit cards must be returned to the Finance Administrator for immediate cancellation upon termination of employment.

6.3 Staff & Board Member Reimbursement of Travel & Subsistence Expenses

The policy & procedure for the reimbursement of Board Members & Staff T&S is outlined below and in Appendix 4. The Board reviews the T&S policy and procedure as part of its regular review of the Financial Controls & Procedures. Any change to the T&S policy/procedure requires Board approval.

This control provides a framework for allowable expenses, the process to be followed and when/ how expenses will be reimbursed.

Qualifying Expenses

torc.CFRC will reimburse expenses that have been wholly, necessarily and exclusively incurred whilst engaged in authorised activity on its behalf. Expenses will be reimbursed to Staff, Board Members, Sub-Committee Members who meet these criteria.

Claiming Expenses

All expenses claims must be made on the standard torc.CFRC expense claim (Appendix 5) available from the Finance Administrator.

All expense claims must be completed in sufficient detail to satisfy torc.CFRC that the expense was necessarily incurred on torc.CFRC business.

It is the responsibility of the claimant to ensure that all details on the form including totals and information are accurate. torc.CFRC reserves the right to delay payment where information is incomplete, or totals are not correctly recorded.

Staff of torc.CFRC must claim on a monthly basis in arrears within the first week of the following month. Volunteers will be permitted to claim expenses immediately, monthly, or quarterly.

The Excel template should be returned by email to the Finance Administrator with the relevant monthly form completed with copies of receipts. All original receipts must be returned by hand/post to the Finance Administrator. The expense claim form is a excel sheet and formulas cannot be altered.

Authorisation

All expense claims must be signed and dated by the claimant before submitting a claim to the Finance Administrator. Claims will be collated by the Finance Administrator and sent to the Manager for approval.

No one is able to authorise his/her/their own expenses. The Managers expenses are authorised by the Chairperson. Board & Staff members expenses are authorised by the Manager. The Manager may clarify details of expense claims with the claimant where he/she/they deem necessary and should not authorise the claim unless he/she/they is satisfied with the accuracy of the expenses being claimed.

Evidence of Expenditure

Receipts must be provided in all instances. A visa receipt does not constitute a valid receipt. No claim may be made for any notional expenditure. For example, on items such as rail travel where a monthly ticket covers part or all of the cost.

Payment of Expenses

All expenses are tax-free unless otherwise specified. Expenses are reimbursed through the EFT system and paid following approval.

INSERT torc.CFRC TRAVEL AND SUBSISTENCE POLICY HERE

APPENDIX 5 - torc.CFRC TRAVEL EXPENSES CLAIM FORM.

7. Payroll Procedures

7.1 Objectives:

- To ensure that salaries are processed promptly and accurately and in compliance with legislation.
- To ensure that all instructions are authorised and implemented.

7.2 Salary information

Upon the commencement of employment, the relevant line manager will communicate the new employee's salary to the Finance Administrator for monthly processing. Signed employment contracts are in place for all individuals processed through payroll.

Revenue have now introduced a new system that commenced on the 1st of January 2019 that allows employees manage their own tax affairs through revenue account online called 'myAccount.' This allows employees to view their own tax affairs in real time and also provides a detailed listing of their year-to-date payroll information. This new system eliminates all documentation previously issued by the employer to the employee e.g., P45 & P60.

For the employer, the new system eliminates all the P returns that were returned traditionally (P45, P60, P30, P35 etc) as all of this information is returned on a real time basis by the employer each month as part of the payroll process.

Agreed salaries are outlined in each staff member's contract of employment.

All salary increases must be approved by the Finance Sub-Committee, authorised by the Board, and notified to the staff members by the Manager.

Any amendments to salaries arising from changes to hours or for reasons not connected to a salary increase (e.g., sickness, absence, unpaid leave, additional hours) are to be authorised by the relevant line manager or Manager and forwarded to the Finance Administrator.

No bonuses of any kind are permitted. This includes private health insurance, company cars, non-vouched expense accounts.

torc.CFRC do not provide a company pension scheme, but following a successful probationary period contribute up to INSERT % of gross salary where an employee contributes a minimum of INSERT % to a pension scheme of their choice.

7.3 Processing of the Payroll

The payroll system used by torc.CFRC is (INSERT NAME OF PAYROLL SYSTEM). A backup on (INSERT NAME OF PAYROLL SYSTEM) is made when a new period is created on the system. The processing and payment of salaries is done on weekly basis AIB bank online banking to a nominated account of the employee.

The Payroll is processed by the Finance Administrator, and it is checked and approved by the Manager and or Chairperson before it is sent for payment. Payroll comparison is analysed against the previous month's payroll by the Manager and any anomalies are explained by the Finance Administrator prior to sign-off.

Before entering the month's details, data is exported from Revenue Online Services (ROS) to the payroll system in order to ensure that the correct tax credit rates are used for computation of income tax.

The ROS system is accessed by passwords which are restricted to the Finance Administrator who is the only person involved in preparing the payroll for authorisation.

7.4 Payment of Wages and Deductions

Wages are paid by electronic transfer, checked by the Finance Administrator, and approved by the Manager and or Chairperson.

Employees' bank details cannot be changed unless a written request signed by the employee is provided to the Finance Administrator.

Employee payslips are sent via email to the employee's nominated email address. For employees to open their payslip, a password is required.

All payroll deduction schedules are reconciled to the payroll e.g., pension etc. and sent to the respective companies for payment either by direct debit or by EFT.

Control summaries from the payroll are reconciled and approved before a tax return is filed on ROS. Revenue payments in respect of PAYE & PRSI (P30) are filed online through ROS and paid by direct debit. Year-end records are reconciled and maintained for audit.

7.5 Wages Cost Analysis (variance analysis)

The report from payroll is exported to an excel spread sheet and compared to the previous month. All deviations are explained in detail on the report before being issued by the Finance Administrator to the Manager for approval.

8. Income

8.1 Government & Non-Government Grants

Funding for torc.CFRC comes from both government and non-government grants. A government grant usually refers to a Service Level Agreement (SLA) with Tusla

SLAs are agreed and signed with Tusla early in the new year and are maintained by the Manager.

The payment schedule for a grant may be monthly, quarterly, twice-yearly, or annual.

Payments are made using EFT and recorded on (INSERT NAME OF ACCOUNTING SOFTWARE). Reporting on Tusla SLA is done as required by the funder.

A non-government grant refers to a grant from for e.g., philanthropic, or private sector funding sources. Procedures differ from funder to funder, but typically, a submission or application is made to a prospective funder requesting funding for a particular project/service that torc.CFRC requires funding for. Reporting procedures differ from funder to funder, and torc.CFRC is committed to meeting all individual funders reporting requests.

When a grant is received into the bank account the Finance Administrator gives it a class reference on (INSERT NAME OF ACCOUNTING SOFTWARE). All costs that relate to this grant

are then coded using this class reference as this allows the Finance Administrator to track the spend and provide other Manager/other Staff with the information needed to complete the necessary reporting requirements.

9. Fixed Assets

9.1 Objectives:

To ensure that:

- All assets acquired are solely for the furtherance of the objectives of (torc.CFRC)
- That assets are properly budgeted for and authorised.
- That all fixed asset monies both received and paid are accurately, promptly, and properly recorded in the accounts.
- To ensure that assets can be identified and matched against accounting records.

9.2 Definition of Fixed Assets

Fixed assets are capital in nature and include fixtures and fittings, and computer equipment which are used in torc.CFRC activities, and which have a useful life greater than one reporting period. A fixed asset is not purchased with the intent of immediate resale, but rather for productive use within the entity.

Fixed Assets are defined as those:

- involving expenditure which is not covered in the operational budget;
- not recurring in nature; and
- relate to the acquisition, development or improvement of assets which will be available for use over a period of more than one year.

All I.T. equipment – Desktops, Laptops, Servers, Tablets, Projectors etc. are deemed as a fixed asset irrespective of their value.

9.3 Procedures for Purchasing Fixed Assets

The purchasing limits outlined in Section 6 apply to the purchase of fixed assets. The first step is to ensure that the budget is available for the fixed asset.

To enable a transparent requisition process, the designated employee is required to obtain competitive quotes in line with government procurement guidelines for submission to and approval by the Manager (or Finance Sub-Committee or Board) before funding will be released. The invoice is approved for payment, and this goes through the same procedures for the purchases and payables outlined above.

The expense does not go through the income statement but goes directly to the balance sheet and a depreciation charge is incurred on an annual basis until the asset is depreciated in full.

9.4 Management of Fixed Assets

The Finance Administrator will ensure that all fixed assets are recorded on the Fixed Asset register. This is particularly important for all mobile assets such as Computers & Laptops.

All employees are responsible for protecting company property. This includes the proper care and reasonable safeguards to prevent loss, damage, or theft of such equipment.

A register is maintained of all assets purchased. This record shows the cost of the assets and provides sufficient detail to enable an asset and its location to be identified.

The adequacy of insurance cover is reviewed annually by the Manager and reported to the Board.

10. Depreciation

torc.CFRC policy on depreciation is as follows:

Fixed assets are stated in the Accounts at cost less accumulated depreciation. Depreciation is charged at the following annual rates:

- Computer and office equipment: 25% straight line.

A full year's depreciation is charged on assets on year of acquisition and no depreciation is charged in year of disposal.

11. Reserves

11.1 Reserves

torc.CFRC reserve policy - torc.CFRC will endeavour to work towards retaining reserves of approximating (INSERT NUMBER OF MONTHS) months projected operating expenditure for that year.

The following funds are operated by torc.CFRC and reviewed annually by the Finance SC and or Board:

General Funds – Unrestricted

General Funds represent amounts which are expendable at the discretion of the Board of Directors in furtherance of the objective of the charity which have not been designated for other purposes. The fund will increase or decrease depending on whether a surplus or deficit is incurred in a particular year.

General Funds - Designated

Designated funds are unrestricted funds earmarked by the Board of Directors for particular purposes. Funds are reduced in line with expenditure utilised for the designated purpose.

Restricted Funds

Restricted funds represent income, which has been received and recognised in the financial statements, which is subject to specific conditions imposed by the funder or grant making institutions.

12. Monitoring & Review

The Finance SC will monitor the effectiveness and appropriateness of torc.CFRC financial & internal controls and procedures on an ongoing basis.

This document will be reviewed by the Finance Sub-Committee annually, and recommendations for any updates required will be made to the Board.

APPENDICES

Appendix 1 Terms of Reference of the Finance Sub-Committee

Purpose of the Finance Sub-Committee

- Assist the Manager and to make recommendations to the Board of (torc.CFRC) for discussion and approval on financial matters.
- To be informed of relevant developments in the financial requirements and procedures relating to all funding awarded to (torc.CFRC).
- To ensure that (torc.CFRC) is fully compliant with all the financial requirements of the Companies Office and (torc.CFRC) funders e.g., audited accounts and financial returns to funder.
- To ensure that (torc.CFRC) operates from the basis of good financial practice.
- To be informed of and oversee the administration of all the funding of (torc.CFRC).
- To be aware of and have an overview of the financial status of (torc.CFRC) on a regular basis.
- To explore options with Manager & Board of accessing additional funding through grants and other programmes.
- To source relevant training for individual members of the sub-group to ensure all members are supported to undertake their role on the sub-group.
- To take responsibility for and have an overview of the overall day to day financial management of (torc.CFRC).
- To make applications for grants where appropriate and in consultation with the Manager.
- To put in place or implement good financial accountability policies and procedures.
- To report to the Board of (torc.CFRC).
- To acquire quotes for the completion of the annual audit every (INSERT OFNUMBER YEARS) years.
- To make recommendations to (torc.CFRC) on best value options on expenditure.

Membership of the Finance Committee

The Finance Sub-Committee will comprise of a maximum of (INSERT NUMBER) who will be Directors of (torc.CFRC). The Manager and/or Finance Administrator will be in attendance as required to support its work. From time to time the Committee may invite external members with experience, skills and /or knowledge in relation finance, compliance, auditing etc. to support it in its work.

Criteria for Membership

- Ability to build good working relationships and act in co-operation.
- Some basic knowledge or skills in how financial systems work and/or willingness to learn.
- Willingness to act as team, no one member should act on their own unless it is agreed by the Finance Sub-Committee.
- Agreement to act within the policies, procedures and principles established within (torc.CFRC).
- Ability to attend regular meetings and carry out the work of the Finance Sub-Committee.
- All members of the Finance Sub-Committee shall declare potential conflicts of interest in matters relating to finances.
- Maintain confidentiality of financial issues relating to (torc.CFRC).

Term & Change of Membership of the Finance Sub-Committee

The term of office will be (INSERT NUMBER OF YEARS) years. The membership of the Finance SC will comprise of the Company Treasurer and (INSERT NUMBER) of Directors of the Board of (torc.CFRC).

Organisation of the Finance Sub-Committee

The group will delegate the role of convening the meetings to the Treasurer who will ensure that:

- ❖ Meetings will be held on a monthly basis or when an emergency situation arises.
- ❖ Meetings will be set for the year in advance.
- ❖ Agendas are prepared.
- ❖ Minutes are kept of decisions.
- ❖ The Finance Committee can make decisions based on a Quorum of (INSERT NUMBER) of Directors in attendance at the meeting.

Approval Limit of the Finance Committee

The Finance Committee can approve expenditure up to € (INSERT FIGURE).

Communication

Reports of the Finance Sub-Committee will be agreed and made available to (torc.CFRC) at its monthly Board meeting or when the need arises. Any relevant issues that cannot be addressed by the Finance Sub-Committee will be brought to a full meeting of (torc.CFRC) Board. All meetings of the Finance Sub-Committee will be organised in accordance with good practice and transparency.

Resources

This will be discussed by the Finance Sub-Committee and approved by (torc.CFRC) Board if the need arises.

Review and Evaluation This policy will be reviewed every three years and any adjustment that are deemed necessary – if any - will be done at this time and approved by (torc.CFRC) Board.

Appendix 3 – (torc.CFRC) Bank Accounts

List of (torc.CFRC) Bank Accounts

Sort Code	Account Number	IBAN	Account Name

Appendix 4 – (torc.CFRC) Travel & Subsistence Policy

torc.CFRC TRAVEL & SUBSISTENCE POLICY HERE

Appendix 5 – (torc.CFRC) Travel Claim Form

torc.CFRC TRAVEL CLAIM FORM HERE