



Warwickshire Pride

Registered Charity Number: 1162449

# Financial Procedures Manual

## Bank accounts

CAF Bank's website is [www.cafonline.org](http://www.cafonline.org) where the authorised people can access the bank accounts. Their telephone contact number is 0300 012 3000.

The signatories at the current date of this document are:

- Chair – Daniel Browne
- Treasurer –
- Secretary –
- Trustee – Simon Davies

Two of the signatories are needed to authorise any online BACS payments. The user who loads the payment will inform the other authorised signatories that there is payment ready to have a second authorisation made. Loaded payments lapse after five days so if a second authorisation isn't made the payment will need to be loaded again before it can be made.

To load a payment:

- Log into the bank.
- Select account that the payment will be made from.
- Select make a payment.
- Select the payee (or add details about a new payee, checking that the details are all correct).
- Add a reference if there is one.
- Add the amount of the payment to be made.
- Select the date the payment should be made.
  - Payments can be loaded up to a year in advance. A note **MUST** be made in the accounts recording to ensure it is not paid a second time in the future.
- Press continue and check details.

To authorise a payment:

- Log into the bank.
- Select your messages.
- Select the authorisation message.
- Check all details are correct and the same as the invoice or email advice you have been sent by the loader.
- Select the authorisation button and follow the instructions on screen.

To transfer monies between the two accounts:

- Log into bank account.
- Select the account the transfer will be going from.

- Click make a transfer.
- Write in the amount to be transferred.
- Write the date the transfer is to be made.
- Press continue.

## Financial Reporting

The Treasurer should update the finances on Liberty Accounts by the second week of each month. To do this, the Treasurer should:

- Log in to Google Drive.
- Open the financial transactions spreadsheet.
- Populate the information from the spreadsheet to Liberty Accounts.
- Ensure the information is saved on Liberty Accounts before logging off.

The Treasurer will prepare a financial report to present to the trustees at every meeting. This report should include:

- The CAF Cash account balance.
- The CAF Gold account balance.
- The Paypal balance.
- The petty cash balance.
- How much each group or fund has available including whether this is restricted or unrestricted funds.

## Financial Recording

On Google Drive there is a financial update spreadsheet. This is where any of the trustees can record details of any spending and income related to the charity, although it is typically the Chair who updates it. This ensures that there is a clear record of what the transaction was for and which fund or group this needs to be allocated to. The spreadsheet serves as a double check to ensure all spending and income is accounted for and also allows any information to be shared and checked between the Treasurer and the person recording the transaction.

When the transaction is recorded on Liberty Accounts, the Treasurer will indicate with a 'y' in the first column next to the transaction on the updates spreadsheet to signify that it has been entered on to the formal records.

As part of the financial recording process each month, the Treasurer will check transactions on the two bank accounts have been recorded on the relevant spreadsheet. Any transactions that have not been detailed on the financial update

spreadsheet on Google Drive should be highlighted to the Chair as soon as possible to ensure that all transactions are correct.

### **Receipts, Remittances, Invoices and Offer Letters**

Remittance advice notes, funding offer letters, paper receipts, invoices and written records of transactions should be stored electronically by the Treasurer.

If an original invoice/receipt is unavailable a written record of the transaction should be made by the person completing the transaction. The record should include the following information:

- The date.
- The place the transaction was made.
- The cost of the transaction.
- The method used to complete the transaction (i.e., cash, Paypal, card).
- The signature of the person involved.

It is the Treasurer's responsibility to ensure that they have all invoices, receipts and other relevant documents stored electronically and securely. Should an invoice, receipt or other document for any transactions be missing, the Treasurer should notify the Chair and request for those items to be made available.

### **Paypal Account**

The transactions through the Paypal account can be monitored and checked by the Treasurer in the same way as bank account transactions. This can take place by logging into Paypal and checking the transactions against what is recorded on the updates spreadsheet. Monies over £20 held in the Paypal account should be transferred into the CAF Cash account.

### **Petty Cash**

A petty cash float is available to cover minor items of expenditures. The petty cash float is currently held by the Chair and in a locked tin. The agreed maximum level of petty cash float is currently £150.

If items are required, the Chair will be informed and they will:

- Purchase the items.
- Ensure the receipts are sent to the Treasurer.
- Ensure the updates spreadsheet on Google Drive is completed.

The petty cash float should be counted up at the end of each month and will either be:

- Topped up to the agreed level as needed by withdrawing cash via ATM from CAF Bank accounts.
- If the amount of money in the petty cash float goes above the agreed amount, the excess should be paid into one of the bank accounts.

Some of the groups may require a petty cash sum for a particular activity (for example, a trip for the youth group). This should be kept separate to the usual petty cash float. The person responsible for holding the cash for the activity should:

- Sign a written record to confirm how much they received and the date they received it.
- Retain a receipt if available of how much was spent.
  - If this is not possible a written record should be made of the amount spent, where it was spent, the date and the signature.
- When returning any excess cash the same person must sign to confirm they have returned it. The person receiving it back should also sign to confirm they have received it back.

Last reviewed: January 2026

Next review due: January 2027