FINANCIAL PROCEDURE RULES POLICY

SNAPS YORKSHIRE CIO
June 2026

1. General Rules

The financial procedure rules provide a framework for the management of the financial affairs of SNAPS

The current cycle of tasks and who is responsible for completing them is detailed in Appendix 1.

Financial records will be kept so that the Trustee Board can:

- Meet its legal obligations, e.g. Charities Act, Data Protection, Company Law
- Monitor and plan the finances of the SNAPS Charity
- Meet contractual/grant funding obligations and requirements of the providers of funding

The Board of Trustees will ensure that SNAPS keeps proper books of account, which will include (where appropriate):

- computerised accounts, analysing all the transactions from and to the bank account(s), and showing transactions on restricted funds;
- an asset register;
- payroll records.

A copy of these records will be kept by the Finance Manager.

2. Annual Accounts

SNAPS financial year is 1 April to 31 March.

Accounts will be drawn up after each financial year within seven months of the end of the year. These will be presented, after audit or independent examination to the Board of Trustees and to the Annual General Meeting (AGM).

Before the start of each financial year the Trustee Board will discuss and approve the budget for the following year based on the prior development and agreement of an annual business plan.

A report comparing the actual income and expenditure against the budget will be presented to the Trustee Board at its meetings held bi-monthly or at intervals requested by the Trustee Board.

The AGM will appoint an appropriately qualified auditor/ independent examiner to audit/ independently examine the accounts as required by law. The current independent examiner is shown at Appendix 2.

3. Money Control

Cash is one of SNAPS' main assets; appropriate procedures will be followed to ensure that it is safeguarded and only used for genuine expenditure. These procedures are itemised below.

3.1 Bank Accounts

Details of SNAPS bankers are shown in Appendix 2. Accounts are in the name of SNAPS Yorkshire CIO. The following accounts are maintained:

(1) Current account
(2) Deposit account
(3) 60 day notice account
(4) 90 day notice account
(5) 100 day notice account

No other accounts will be held at any other bank or financial institution unless approved and minuted by the Trustee Board. The Trustee Board will manage its banking arrangements to optimise the protection offered by the Financial Services Compensation scheme.

A bank mandate and Trustee Board Resolution will be in operation to regulate the following: opening closing / amending bank account details or cheque signatories and for the approval of standing orders / direct debits. Changes of signatories, particularly in respect of leavers will be made promptly.

Amendments to the mandate can only be made with the approval of the Trustee Board. A copy of the mandate will be kept on file by the Finance Manager. Copies of all bank mandates and associated Board Resolutions shall be held with the Charity's formal records and minutes

Details of bank accounts and signatories are found at Appendix 2

3.2 Cash / Cheque Receipts

Money will only be spent to meet the condition and requirements of the funders and the objectives of the constitution.

Care will be taken to ensure that once funds are received into the control of SNAPS, their continued security is maintained. Cash and cheques will be kept in locked drawers until deposited in the bank.

All documentation (e.g. terms and conditions of a grant) relating to income will be retained for 6 years, either hard copy or digital copy.

Income received in cheque form will be deposited at the bank promptly (normally within 14 days).

A duplicated receipt will be given for all cash income using cash receipt books. Cash income will be deposited at the bank promptly (normally within 14 days)

The Finance Manager will be informed of all cheques and cash amounts as soon as they are received. The Finance Manager will then ensure all cheques and cash have been deposited into the bank account and entered in the accounting records.

All income cheques must be made payable to 'SNAPS Yorkshire CIO, although flexibility will be required if funders don't use the precise name in full.

Cash and cheques will be paid into the bank using either deposit slips or deposit/paying in card or Barclays Banking App (Cheques). A print out of the deposit given by the bank will be retained and forwarded to the Finance Manager.

Monies not deposited will be kept in a secure place e.g. locked drawer until deposited.

If a large amount of cash income is received (more than £150), e.g. from a fund-raising event two people will count it and sign a sheet confirming the amount.

3.3 Payment by BACS

SNAPS will only make payment by BACS by the Finance Manager after receipt of a valid invoice and approval by the relevant authorised personnel in line with authorisation limits. Approval is given to the Finance Manager via email. The Finance Manager prints the invoice and marks down who has approved and date of approval. Approval emails are retained by the Finance Manager. Appendix 3 gives details of authorisation limits.

The Finance Manager will forward details of all payments made to the Treasurer on a monthly basis, via a copy of the bank statement. The Treasurer will review all payments and ask for clarification/evidence to support such payments on an ad hoc basis.

3.4 Bank Reconciliation

As a primary means of financial control, a bank reconciliation will be produced on a monthly basis. Bank reconciliations will be recorded within Quickbooks Accounting Software.

3.5 Petty Cash

When petty cash or a cash float is needed (e.g. for a fundraising event) a petty cash sheet is completed and authorised by the Chief Executive. Upon authorisation the Finance Manager will arrange cash to be distributed accordingly. At the end of the event, the petty cash sheet is updated with any expenditure (receipts attached) and reconciled to amount of cash left. The remaining cash and petty cash sheet are returned to the Finance Manager who will record appropriately.

4. Expenditure

All expenditure shall be made solely for the benefit of SNAPS.

4.1 Expense Claims

Expenses incurred by all members of staff and members of the Board of Trustees must be incurred solely in the performance of SNAPS duties. Expenses will not be rounded up. Expense forms will be completed and submitted with all relevant receipts / invoices.

All employee, volunteer and contractor expense forms will be submitted to the relevant manager in line with the authorisation limits in Appendix 3.

Trustee expenses will be submitted to the Treasurer / Chair for review and approval.

Chief Executive expenses will be submitted to the Chair for review and approval.

Approval is provided via email to the Finance Manager. The Finance Manager prints out the claim form and notes who has approved and date of approval. Approval emails are retained by the Finance Manager.

Volunteer expense claims will be authorised in line with authorization limits. Expenses will be agreed with the volunteer in advance of expenditure.

Authorisation cannot be done by the person putting in a claim or by a spouse/relative.

4.2 Wages and Salaries

Personnel records will be kept for each employee and these will be kept separately from the pay records.

All central employee appointments/departures will be authorised by the Chief Executive/Trustee Board, stating the start / finish dates and salary level. All other appointments will be authorised by the Chief Executive. All changes in paid hours and payments, such as overtime, will be authorised by the Chief Executive/Trustee Board.

Payroll transactions will be completed by the Finance Manager, who processes and issues all relevant records, issues payments and ensures all statutory records to HM Revenue and Customs are completed.

All members of staff will be employed under a proper contract of employment and compliance with PAYE/NIC regulations ensured.

5. Review of Accounts

Statutory annual accounts will be reviewed and approved by the Trustee Board prior to the AGM.

The Trustee Board will review management accounts on a bi-monthly basis, or as it otherwise determines.

6. Capital Expenditure

When an asset (land, buildings, equipment etc) is acquired, its details will be entered onto the fixed asset register. Details will include cost, age of asset, name and address of supplier, serial numbers, and its estimated length of useful life noted in order to ascertain depreciation rates. Assets will be checked regularly and adequate insurance cover taken out. The asset register is maintained by the Finance Manager and submitted to the Trustee Board on an annual basis for review

7. Authorisation Limits

Authorisation limits are found at Appendix 3.

8. Insurance

The Chief Executive and Finance Manager will ensure that the appropriate insurance is taken out.

The Trustee Board will review all insurance cover annually.

9. Contracts and Agreements

All funding applications / tenders and grant agreements / contracts or sub-contracts will be authorised by the Chief Executive or Head of Fundraising prior to submission. Following a successful bid / application the Chief Executive/Head of Fundraising will confirm that the financial terms are as expected. Any financial requirements / obligations will be notified to relevant staff members, including the Finance Manager.

10. Reserves Policy

Once a year the Trustee Board will consider the level of reserves that it is prudent for SNAPS to hold. Consideration will be given to redundancy liabilities, lease agreements, contractual obligations and any other significant factors that will be taken into account, e.g. if the organisation was to close. In line with current Charity Commission requirements the Reserves Policy is reviewed annually.

11. Data

All accounting records are held on Quickbooks accounting software. Quickbooks has military grade security and backup systems in place. Any additional documents produced by the Finance Manager are held on OneDrive.

Drafted: 23rd June 2026 Approved By Board: 15th July 2026 Next Review Date: July 2027

Appendix 1- Finance Duties

Weekly	
○ Pay bills by BACS	FM
○ Raise invoices for fees and any other income due	FM
○ Post payments to Quickbooks	FM
○ Post receipts to Quickbooks	FM
○ Review Barclays bank account balances	FM
○ Produce debtors listing and chase outstanding fees	FM/CSM
○ Deposit cheques/cash into bank	C/F
Monthly	
○ Run payroll including staff changes and salary changes	FM
○ Calculate pension contributions and submit relevant report to SMART Pension	FM
○ Submit relevant documentation to HMRC re payroll	FM
○ Bank reconciliation	FM
○ Review bank transactions	T
Bi-Monthly	
○ Undertake actuals v budget reviews and review balances on restricted funds	FM
○ Prepare restricted funds spreadsheet for circulation to Chief Executive/Fundraisers	FM
○ Produce finance reports for Trustee Board Meetings to include: P&L/BS; actuals v budget with explanations, funding summary split between restricted and unrestricted; Income breakdown by type	FM
Annually	
○ Prepare annual budget	FM/C/CE/T
○ Prepare annual accounts, working papers, liaise with accountants	FM
○ File final accounts to Charity Commission, by end of January	FM
○ Review insurance cover a month prior by end of May	CE/FM/C

○ Review / renew contracts for: mobile phones/website/broadband	CE/AO/CO

Key
AO – Admin Officer
CO – Communications Officer
CE – Chief Executive
FM – Finance Manager
T - Treasurer
C – Chair of Trustees
F – Fundraisers
CSM – Children Services Manager

Appendix 2

- Independent Examiner

  Rhys North, WYCAS, Stringer House, 34 Lupton Street, Leeds, LS10 2QW

- Bankers

  Barclays Bank (BB)
  Shawbrook Bank (SB)
  Redwood Bank (RB)
  Unity Trust Bank (UTB)
  United Trust Bank (UB)

- Current Approved Signatories:

  Chris Eatwell – Chair of Trustees (BB, SB, RB, UTB, UB)
  Greg Limb – Treasurer (SB, RB, UTB, UB)
  Alex Firth – Finance Manager (BB, SB, RB, UTB, UB)
  Paul Rowson – Vice Chair of Trustees (BB)
  Sunjay Chauhan – Trustee (BB)

- Online Banking Access Only:

  Lucy Owen – Chief Executive (BB)

Appendix 3 – Authorisation Limits

The following invoice authorisation limits are in place: Any invoices in excess of these limits must go to the Chief Executive for approval. Any transactions in excess of the Chief Executive limit will need to go to Chris Eatwell (Chair) or Greg Limb (Treasurer)

Lucy Owen	£5,000 single transaction
Jo Milburn	£1,000 single transaction
Lisa Morton	£2,000 single transaction
Debbie Hardy	£300 single transaction
Eve Holdsworth	£300 single transaction
Ali Mitchell	£300 single transaction
Laura Beckett	£500 single transaction
Sarah Tulley	£300 single transaction
Site Managers	£100 single transaction