



# JSENSE

## FINANCE POLICY & PROCEDURES

First Written: March 2022

Last Reviewed: August 2023

Next Inspection: September 2024

Next Review : September 2025

## **Introduction**

This document sets out the financial responsibilities of the Trustees and the staff of JSENSE and is in accordance with the Memorandum and Articles of association of the charity and all relevant legislation.

The procedure is designed to ensure that JSENSE's finances are managed and administered in a clear and accountable manner in line with the law.

JSENSE's financial year runs from 1 September to 31 August.

This procedure will be reviewed annually by the Board of Trustees or in line with new financial legislation.

## **Responsibilities and Reporting**

The trustees of JSENSE have ultimate responsibility for financial decisions taken about the charity. Any trustee is able to access all financial records and systems at any time.

The financial management of the company is delegated to Treasurer and the Director of Operations.

The Director of Operations is responsible for the preparation of detailed budgets and financial reports that are presented to the trustees at Trustee meetings.

- Reports are discussed in depth with the Treasurer and any issues are highlighted in advance of the meeting.

The Director of Operations is responsible for managing the payroll and supplying information to the accountant on an annual basis.

The Treasurer is also responsible for overseeing the production of annual accounts and liaising with the accountants/auditors.

The Director of Operations is responsible for company book-keeping and ensuring that all financial records are kept up to date and stored appropriately.

## **Auditors**

JSENSE's accountants have right of access to all systems, ledgers, and records and should be afforded every assistance in their tasks without reservation.

## **Appointment of Auditors**

JSENSE's auditors are appointed every 3 years at the Annual General Meeting.

Currently the company's auditors are:

Accountex Pro  
16 Cestrian Street  
Bolton  
BL3 2BD

## **Reserves**

JSENSE has adopted the following policy regarding reserves:

The trustees aim to build free reserves in unrestricted funds at a level which equates to between three and six months of charitable expenditure. The charity's main source of income is grants and donations.

## **Fixed Assets**

The Director of Operations is responsible for maintaining an up to date inventory of all equipment and ensuring that it is kept secure and that there are appropriate systems in place for use.

All electronic equipment introduced to the general pool is depreciated on a straight line basis over 2 years.

The Board of Trustees and the The Director of Operations are at liberty to dispose of any materials, equipment, stocks and stores from the General Pool of assets, which by reason or damage, wear or obsolescence are no longer serviceable for the purposes in which they are held. Any saleable item should be sold in the best available market for the most advantageous price.

## **Banking**

JSENSE banks with CAF Bank and operates one bank account with them, along with a number of saving accounts. The bank address is:

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4jQ

The following people are authorised signatories on the account:

- Chair of Trustees
- The Director of Operations
- 2 Additional Trustees

All cheques or on-line payments must be signed/authorised in accordance with the company mandate i.e. two out of four authorised signatories.

## **Internet Banking**

JSENSE is registered for Internet banking with CAF Bank and requires second authorisation on all bank payments.

## **Petty Cash**

Petty Cash kept on any premises shall normally be limited to £200 however this can be exceeded in exceptional circumstances at the discretion of the Treasurer and/or The Director of Operations.

The Director of Operations retains responsibility for ensuring that the Petty Cash tin balances with Excel spreadsheet record and that all petty cash expenditure has a valid receipt.

## **The Budget Process**

### **Company Budget**

The Treasurer and the The Director of Operations work together to prepare an annual budget for agreement by the trustees.

### **Financial Control and Book-keeping**

The Treasurer is responsible for maintaining appropriate financial control systems for JSENSE.

The Director of Operations is responsible for day-to-day book-keeping for the company.

JSENSE uses Quickbooks to assist with financial reporting. This is backed up daily both on and off site. Hard and electronic copies are kept of all financial records for 6 years in accordance with HMRC Guidelines.

JSENSE aims to exercise the following good practice in relation to creditors and to settle accounts promptly. All invoiced expenditure will be paid within 30 days of receipt of the invoice.

Prior to payment the The Director of Operations will liaise with project staff and the Treasurer to ensure that:

- The goods have been received, examined, and approved as to the quality and quantity, or that services rendered or work undertaken has been satisfactory.
- That the price is in accordance with the quotation, contract or current market rate, or are otherwise reasonable.
- The account has not been previously paid.
- The account is arithmetically correct
- The expenditure is appropriately evidenced by a receipt or invoice.
- All cheques and online payments must be signed in accordance with the bank mandate (see banking section p.6)

## **Income**

Invoices for payment are produced on Word and sent out for payment. All invoices include the following information:

- Name and address of client
- Invoice Date
- JSENSE contact details
- Description of services provided
- Payment terms
- Sum requested.
- Charity and Company registration numbers

The Treasurer and the The Director of Operations are responsible for ensuring that invoices are produced promptly in line with funder's expectations.

## **Cash and Cheque Receipts**

All cheques and cash received in payment of JSENSE invoices are logged on Quickbooks by the The Director of Operations and then paid into the bank.

## **Debt Management**

JSENSE maintains tight control over debtors and if payment is not received within 30 days a statement of account is produced by the The Director of Operations and sent to the relevant client. Should this prove unsuccessful, further telephone calls and statements are regularly made until payment is received.

## **Payroll**

JSENSE employees are paid on the 15<sup>th</sup> day of each month. JSENSE consultants will supply timesheets and an invoice on the last day of each month for approval. This will then be paid within 5 working days.

All employees are entitled to join a Pension Scheme.

## **VAT**

JSENSE is not VAT registered.

APPROVED BY THE TRUSTEES

DATE:

SIGNED: