

Dying Matters in Rutland CIC

Standing Financial Instructions

1. General

1.1 These Standing Financial Instructions (SFIs) are issued for the regulation of the conduct of Dying Matters in Rutland Community Interest Company (DMRCIC) and the work of its Board Members, Committee Members Steering Group Members and Volunteers & Officers in relation to all financial matters with which they are concerned.

1.2 These Standing Financial Instructions detail the financial responsibilities, policies and procedures adopted by Dying Matters in Rutland CIC. They are designed to ensure that financial transactions are carried out in accordance with the law in order to achieve probity, accuracy, economy, efficiency and effectiveness.

1.3 These Standing Financial Instructions identify the financial responsibilities which apply to everyone working within DMRCIC in a paid or unpaid capacity.

1.4 Oversight of the proper application of these Standing Financial Instructions will be held by the Board of Dying Matters in Rutland CIC

1.5 Should any difficulties arise regarding the interpretation or application of any of the Standing Financial Instructions then the advice of the Board Chair must be sought before acting.

1.6 Failure to comply with Standing Financial Instructions can, in certain circumstances, be regarded as a disciplinary matter that could result in dismissal.

1.7 **Overriding Standing Financial Instructions** – If for any reason, these Standing Financial Instructions are not complied with, full details of the non-compliance and any justification for non-compliance and the circumstances around the noncompliance shall be reported to the next formal meeting of the Board for referring action or ratification. All members of the Board and staff have a duty to disclose any non-compliance with these Standing Financial Instructions

1.8 Dying Matters in Rutland CIC Board

The Board exercises financial supervision and control by:

(a) formulating the financial strategy

(b) requiring the submission and approval of budgets within approved allocations/overall income

(c) defining and approving essential features in respect of important procedures and financial systems

1.9 The Chair is Accountable Officer for Dying Matters in Rutland CIC.

Under the provisions of the DMR Articles of Association, the Board hold the powers for all decision making relating to accounting and financial matters, exercised in formal session. With reference to such matters, where the Board delegates certain defined powers he/she is accountable to the Board for proper exercise of such powers.

1.10 It is a duty of the Chair to ensure that Members of the Board, Committee and Steering Group volunteers and employees are notified of, and put in a position to understand their responsibilities within these instructions.

2. Board Members and Employees

All Members of the Board and employees, and volunteers where such matters are within their control, severally and collectively, are responsible for:

- The security of the property of DMR
- Avoiding loss
- Exercising economy and efficiency
- Meeting the requirements of Standing Financial Instructions

2.1 Contractors and their employees

Any contractor or employee of a contractor who is empowered by DMR to commit DMR to expenditure or who is authorised to obtain income shall be covered by these instructions. It is the responsibility of the Chair to ensure that such persons are made aware of this.

2.2 For all members of the Board and any employees who carry out a financial function, the form in which financial records are kept and the manner in which members of the Board, employees and volunteers (where such matters are within their control) discharge their duties must be to the satisfaction of the Board .

3. Audit

3.1 The Dying Matters in Rutland Board is responsible for ensuring there are adequate arrangements in place to review, evaluate and report on the effectiveness of internal financial control including through effective internal audit functions.

3.2 The Chair is responsible for ensuring that an annual internal audit report is prepared.

3.3 The objective of the audit is to provide assurance to Dying Matters in Rutland

Board on the adequacy, application and effectiveness of risk.

3.4 The designated auditors for the Dying Matters in Rutland internal audit are entitled to receive, without necessarily giving prior notice, access to all records, documents and correspondence relating to any financial or other relevant transactions, including documents of a confidential nature; and explanations concerning any other matter under investigation.

4. Fraud and Corruption

4.1 The Dying Matters in Rutland Board has responsibility through its Accountable Officer (the Chair) to ensure there are sound systems of internal control in Dying Matters in Rutland to protect against fraud and losses within the day-to-day business of Dying Matters in Rutland including data losses.

4.2 In the event of a fraud being detected, the Dying Matters in Rutland Chair must nominate a suitable person to carry out the duties of a fraud investigator.

5. Resource and Cash Limit Control

5.1 Dying Matters in Rutland will be given a Revenue Resource via its donations.

5.2 Dying Matters in Rutland is required by statutory provisions not to exceed its cash limit and the DMR Board has responsibility to ensure Dying Matters in Rutland remain within its cash limit.

5.3 The Dying Matters in Rutland Board through effective stewardship will:

- Ensure that no expenditure beyond that approved in the DMR budget(s) is incurred.
- Ensure expenditure approved against the Cash Limit is actioned only at the time of need; and be responsible for ensuring that an adequate system of monitoring financial performance is in place to enable Dying Matters in Rutland to fulfil its statutory and other contractual responsibilities.

6. Annual Reports and accounts

6.1 The company's annual financial accounts will be scrutinised by the DMR Board

7. Bank Accounts

7.1 Healthwatch Rutland's banking instructions are outlined in annex 1 of these instructions.

8. Security of Cash

8.1 The Chair is responsible for:

- The provision of adequate facilities and systems for employees whose duties include collecting and holding cash, including the provision of safes or lockable cash boxes and the procedures for key holding; and
- Official money must not under any circumstances be used for encashment of private cheques. All cheques, postal orders, cash, etc. must be banked intact. Disbursements must not be made from cash received

9. Tendering and Contracting Procedure

9.1 The procedures for making all contracts and undertaking procurement will tend to follow the financial limits

9.2 All contracts shall be subject to Board approval

10. Employee Appointments

10.1 The recruitment of individual employees for Dying Matters in Rutland , including the use of agency employees, will be the responsibility of the Dying Matters in Rutland Board.

11. Non-Pay Expenditure

11.1 Delegation of Authority

The Dying Matters in Rutland Board will approve the level of non-pay expenditure on an annual basis.

11.2 Choice, Requisitioning. Ordering, Receipt and Payment for Goods and Services

The choice, requisition, ordering and receipt of goods and services are at the discretion of Dying Matters in Rutland Board.

12. Financial Framework

12.1 The DMR Board Members should be aware of HM Treasury's Government Financial Reporting Manual and that the direction and guidance in the manual is followed by the Dying Matters in Rutland Board.

13. Capital Investment, Private Financing, Fixed Asset Registers and Security of Assets

Asset registers

13.1 Dying Matters in Rutland Board has the responsibility to maintain a register of fixed assets relating to Dying Matters in Rutland and take responsibility for the security and custody of these assets, instigating periodic physical checks of assets against the register. Additions to the fixed assets register must be clearly identified and be validated by reference to suppliers' invoices.

13.2 Where capital assets are sold, scrapped, lost or otherwise disposed of, their value must be removed from the accounting records and each disposal must be validated by reference to authorisation documents and invoices (where appropriate).

13.3 Any suspected or actual instance of theft must also be immediately notified to the Board.

13.4 Any breach of agreed security practices must be reported in accordance with instructions. Any damage to DMR premises, equipment or any loss of equipment, stores or supplies must be reported by Board Members, Volunteers and employees.

14. Storage and Receipt of Goods

14.1 Subject to applicability, stores and receipts of goods must be:

- Kept to a minimum
- Subjected to annual stock take
- Valued at the lower of cost and net realisable value

15. Disposals and Condemnations, Losses and Special Payments

15.1 Dying Matters in Rutland will adopt NHS England's Guidance on Losses and Special Payments.

Annex 1 Banking and Accounting Instructions

1. The Chair is responsible for:

- Being Accountable Officer for DMR CIC.
- Reconciling the DMR account monthly
- Submitting monthly management accounts to the Board
- Overseeing the production of Annual Accounts for submission to Companies House.
- Monitoring expenditure against the agreed budget
- Assisting the Board in preparing the annual budget
- Maintain and update bank signatory list

2. Payment methods

DMRCIC Bankers are currently Charities Aid Foundation. The following methods of payment are approved for use:

- Payment by cheques – cheques should be signed by two approved signatories
- Online payments – should be initiated by the Chair and then approved electronically for payment by an approved signatory. Designated counter signatories should be restricted to Board Members.
- If staff are employed wages are to be paid by online banking or in the event of failure by BACS but the CEO should not act as a counter signatory for these transactions

Annex 2 – Procedure for Reporting Losses

Any breach of agreed security practices must be reported at the earliest possible opportunity to the Chair of the Board. In the absence of the Chair, the board as a whole will be informed.

Any damage to DMR premises, equipment or any loss of equipment, stores or supplies must be reported by employees at the earliest possible opportunity to the Chair of the Board. If the Chair is unavailable, and the cost of the loss or damage is in excess of £200, the Board as a whole will be informed. Losses or damage should be entered in the assets log.

Revision history

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