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## Financial Procedure

### Introduction

The following is the procedure to be used when ordering goods and services, requiring petty cash or request for cash for any other purpose.

#### **1.1 Cheque Requisitions**

Cheque Requisitions are processed twice a month and outside of this on request, provided that at least 2 weeks' notice is given to the Finance Officer.

It is essential when requesting a cheque for any purpose (including petty cash) that a cheque requisition form is completed. This is to ensure that expenditure is properly authorised and that our Finance Officer has all the information to hand when dealing with requests. Complete and accurate information will also assist our Auditors in understanding the request when they come to look at our books a year later. A specimen completed Cheque Requisition Form is attached (Appendix 1).

Please note that all cheque requisitions will need to be countersigned by the Manager delegated responsible for the project budget.

Any incomplete or unauthorised forms will be returned to the originator, with consequential delay.

#### **1.2 Purchase of Goods and Services**

Prior to placing an order to purchase any goods or services authority must be sought from the Line Manager. Where the cost exceeds £500 please ensure that a minimum of three quotes are provided prior to placing the order. Keep copies of all the quotes and they should be filed with purchase order.

#### **1.3 Ordering of goods and services**

The following procedure is to be followed: -

All goods should be ordered on an official order form only (see Appendix 2) for a specimen completed order form). All prices should be quoted where known on the order form.

Once the order form has been completed arrange to get it signed by the appropriate Manager responsible for the project budget.

When authorisation has been given, place the order for the goods or services and request that the supplier sends an invoice marked for the attention of the Finance Officer. Only agree to provide a

cheque prior to goods or services being delivered under special circumstances. If a cheque is required prior to goods or services being ordered then complete a cheque requisition form and follow the above procedure.

On delivery of goods check against original order and forward delivery note to Finance Officer.

Finance Officer will then attach the delivery note to the invoice on receipt before processing.

Invoices will be paid within 30 days of receipt or earlier if credit terms agreed.

## **1.4 Petty Cash**

If you are responsible for petty cash then you should use the following procedure: -

To request petty cash complete a cheque requisition. This will follow the same process as Cheque Requisition above.

Once petty cash has been received you should ensure that you get an Income and Expenditure form (see Appendix 3).

If you start off with a balance of cash put this amount on the form in the section marked "Income" as "Cash Brought Forward". If any cash has been issued to you subsequently, please enter this in the "Cash Issued" box.

Each item of expenditure should be listed on the form in the section marked "Expenditure".

### **Each month end:-**

Total up the sheet and put the "Total Expenditure", "Total Cash", "Less Total Expenditure" and "Cash in Hand (to be carried forward) figures in;

- Copy the form and keep a copy for your own information:
- Attach all receipts to the form (preferably in a small envelope in case any become detached in transit).
- Sign and date the form and have it signed by your Team Manager;
- Complete a cheque requisition form (duly authorised), for the required cash and then send this and the petty cash form (with attached receipts) to the Finance Officer.

The Finance Officer will issue the cash when he/she has been to the Bank.

Please note: -

Every entry on the form should have a corresponding receipt attached.

The appropriate Team Manager must sign the form.

The form should be submitted to the Finance Officer at the end of each month.

## **2. Income**

All income received on behalf of the Foresight must be receipted with a clear indication of its origin and purpose and taken at the earliest opportunity to the Finance Officer for banking.

### **3. Travel and Subsistence**

Approved travel and subsistence expenses should be claimed on a monthly basis using the staff expenses claim form (specimen completed form attached, Appendix 4). The form should reach the Finance Officer as soon as possible and a cheque will be raised during the first week of the following month. Information regarding the current rates has been circulated to all staff. Staff in any doubt should contact their Team Manager or the Finance Officer.

### **4. Volunteer Expenses**

Approved volunteer expenses should be claimed on the Volunteer Expenses Claim Form (Appendix 5). Information regarding the rates is circulated as above (5.1).

### **5. Invoices**

Invoices can only be issued by the Finance Officer. An invoice requisition form must be completed and forwarded to the Finance Officer. Appendix 6.

### **6. Resource Management**

The responsibility for managing the Trust's resources rests with the Executive Board of Trustees. However, the majority of day-to-day management is delegated to the Chief Officer, who in turn further delegates the management of aspects of resources to managers within Foresight. Listed below are some of the resources:

- Finance – include budgets
- Contracts of employment
- Service Level Agreements
- Property and equipment leasing
- Sub-contracting
- Assets

Appendix 9 provides a comprehensive list of delegated budgets and other resources. This shows post with authority to authorise the use of resources.

This information is also available in other formats, languages and picture format upon request.