

Financial Control and Expense Policy

Introduction

This policy sets out the principles for Financial Control and Expenses within Meadlands United (MU) PTFA (Parents, Teachers, and Friends Association,).

It is relevant to all within the association and is endorsed by the committee of MU PTFA.

It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteers' needs.

Applicability

This policy is applicable to all Trustees and Committee Members who are legally responsible for the running of the association and for all Members of the Association who are entitled to be reimbursed for out-of-pocket expenses which they legitimately incur whilst supporting the delivery of the charity's objects.

Establishing good internal controls and implementing good financial governance procedures and practices

The elected PTFA committee members are legally responsible for managing and controlling PTFA funds and for implementing and following sound financial procedures and for recording accounts accurately and in a timely fashion. MU PTFA adopts the following financial management best practices:

- The Treasurer will review financial statements every month for Committee meetings
- Financial position reporting is a standing regular agenda item at Committee meetings
- More than one person can access bank statements online
- All committee members to review bank account statements quarterly
- Opt in for paper statements options to include them in financial updates
- Fully review financial position quarterly at full Membership meetings
- Check all expenses and receipts - tally with balance sheet monthly
- Adopt financial thresholds (see below)
- Ensure that financial reporting routines are understood by all members
- Prepare annual accounts for the Charity Commission
- Arrange the examination of accounts by independent auditor annually
- All donations to the school need committee approval (see details below)

Reporting Policy

PTFA accounts to be produced using an income and expenditure spreadsheet for regular statements and bank reconciliation for all committee meetings (data to be password protected with committee access only)

It is best practice to record all payments made out of takings to report on specific event profitability. Record income and expenditure in full.

Record the various sources of income: individual donations, individual events, second hand uniform sale etc. (by stall at large events).

Record every payment in full. Analyse expenditures under the same headings as income. Additional headings: Parentkind fees, Licence fees etc.

Donations to the school

Best practice is to purchase items to donate to the school rather than providing cash funds to ensure accountability to the PTFA members. School is responsible for drawing up a wishlist, sourcing quotes and invoicing providers for approval of the committee.

Cash donations may be given in exceptional circumstances, making sure the school provides a receipt detailing the items being bought to include in PTFA accounts.

Record the PTFA donations to the school by headings so everyone knows how donations were spent (for example books, computers, sports kits etc). If money is donated for a specific purpose, it must be spent on that purpose and supported by proof. The school is accountable for how it spends money raised by the PTFA. The Treasurer will request invoices or signed receipts to confirm money donated was spent on the items it was raised for.

Financial management rules

- The level of authorisation for floats: (see below)
- All purchases need prior authorisation from the committee
- The maximum payment without a receipt: no payment without receipts
- Financial thresholds matrix:

Under £50: receipts required and retained for future use or inspection

Over £50: Bank mandate rules apply (two account signatories to sign, receipts and invoices retained for review. All items above £100 reviewed and evidenced on statements. All recorded regularly for meetings.

Guidelines for event takings and cash floats

- Cash should be counted prior to leaving an event and a record should be kept of how much was counted (at large events the counts can happen during the event)
- A member of the committee supervises the PTFA volunteers who do the counting. (Best practice is that at least two people do the counting.)
- Money should be banked straight away or put in the school safe and banked on the next working day
- Security of floats:
 - Rolling floats of £60 to be kept by the Treasurer. To be reconciled at the end of the financial year
 - Make every float the same if possible
 - Keep a copy of the breakdown for future events
 - Record float amounts given to each stall
 - Collect excess cash and record it with Treasurer and stall holder to sign
 - Two people to be present at sorting out float and counting takings, one of which should be a committee member

Bank Account Management and Account signing rules

- The Bank mandate will require two signatures from a pool of three or four signatories who must all be elected committee members
- The account signatories will operate the bank account and retain passwords for online banking. Treasurer is responsible for password security, changing passwords and PINs annually. Manages banking collateral.
- Any payments made through online banking should be authorised
- MU PTFA follows dual authorisation rules where one person creates the transaction, and another signatory authorises the transaction
- Two committee members to approve large funds (over £300) withdrawals and payments with prior agreement of full committee and recording it in financial reporting
- When Treasurer leaves, a formal handover to the new Treasurer must be undertaken in addition to the following:
 - Change signatories at the bank and update Charity Commission
 - Return all banking collateral
 - Change passwords to online banking
 - Review the PTFA's financial position

Use of Bank Cards

- Any Bank card issued is the property of the PTFA and should be returned to the committee if the card holder is no longer an elected committee member.
- Bank cards should only be issued and used by the authorised bank signatories named on the card.
- Any purchases made using the PTFA bank card require a receipt to be handed to the Treasurer for correlation with the bank statement

- All purchases must be pre-agreed by the committee

Online Banking

- Any online banking details issued are to be stored safely and only known to the person they have been issued to
- If online banking details have been issued to an individual it is for their use only and not to be shared
- If online banking details have been issued for the association rather than individuals, then these should only be known to the current bank signatories that have authority to act on behalf of the association
- All online payments or transfers should be made only after agreement with the committee.
- If dual authorisation is required, then one person creates the transaction, and another signatory authorises the transaction. The committee should have agreed to any payments or transfers in advance.
- If single authorisation is required, then any payments or transfers should be made only after agreement with the committee
- The signing rules will depend on the type of bank account the PTFA opens
- If a person with online bank details leaves the committee, they should be removed as a bank signatory and the bank notified to remove their online access. Passwords should be updated.

Expenses

All Trustees of the Association may be reimbursed for reasonable expenses incurred whilst carrying out their duties as a Trustee of Meadlands United PTFA. A detailed list is below, and all expenses must be approved by two members of the committee of whom neither may be the claimant.

Receipts must be provided for all expenses.

All claims for reimbursement must be made within 30 days of the date of expense.

Purchases

Members of the Association are entitled to be reimbursed for purchases made for the Association. Purchases must be pre-approved by two committee members.

Any member who has not received pre-approval for a purchase is not guaranteed reimbursement.

Receipts must be provided for all purchases.

All claims for reimbursement must be made within 30 days of the date of purchase

Waiving Expenses (Donating Expenses as Gifts in Kind)

Members who generously waive their expenses or purchases as 'donations' to the Charity inadvertently create some difficulties. If reimbursement of expenses and purchases are not claimed, they cannot be entered into the accounts to show both the true running costs of the Charity and the generosity of its supporters through cash-donations. If the amount of waived expenses and purchases are entered into the Charity Accounts, the Charity may not claim Gift Aid on these amounts as 'Gifts in Kind' are excluded from Gift Aid.

Changes to the policy

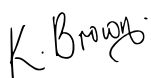
The Committee reserves the right to change its Finance and Expense Policy to maintain consistency with current best practice and the needs of the Charity.

Explanatory Notes


- Telephone Calls - No reimbursement will be made for telephone calls that have incurred no actual cost as they were covered by a contract which included an allocation of 'free' calls
- Travel Expenses - Public transport should be used where possible, and if travel is by private vehicle, then a mileage allowance will be paid as agreed by the committee in line with guidance provided by HMRC, providing the vehicle used has a valid certificate of Insurance, a valid MOT certificate and road tax (if required)
- Mileage will be calculated from the normal place of Charity work (Meadlands Primary School)
- Parking costs incurred when on Charity business away from the normal place of Charity work will be reimbursed
- Consumables, administrative costs as pre-agreed with the Committee

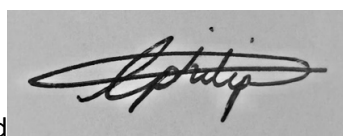
This policy will be reviewed annually by the MU PTFA committee prior to the AGM.

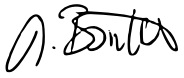
Date Reviewed 07/10/25

Signed 
Chair of Meadlands United PTFA
Katy Brown
Date: 07.10.25

Signed 
Secretary of Meadlands United PTFA
Louise Greathead
Date: 07.10.25

Signed 
Co-Treasurer of Meadlands United PTFA
Vicky Adams
Date: 07.10.25

Signed 
Co-Treasurer of Meadlands United PTFA
Terri Philip
Date: 07.10.25

Signed 

Ordinary Member of Meadlands United PTFA

Viki Bonta

Date: 07.10.25