

Financial Control and Delegation Policy

The Mlambe Project



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This Policy applies to The Mlambe Project (reg charity no: 1160518).

Last reviewed March 2019

Introduction

1. The Mlambe Project is a charity registered with the Charity Commission in England and Wales (charity no. 1160518), and also a charitable company (company registration no. 9185866). Governance and financial oversight is the overall responsibility of the Board of Trustees who approve an annual budget and operating plan for the financial year. Detailed financial management of the approved budget on behalf of the Trustees is delegated to the Chief Executive Officer (CEO) and Finance Director.

Expenditure and Budget

2. All expenditure must be in accordance with the approved annual budget set by the Trustees, except where detailed below.
3. Only those Mlambe Project personnel authorised to do so by the Trustees/ CEO may commit and expend Mlambe Project funds. These personnel are to be authorised by a Letter of Delegation signed by the Chair of Trustees and Treasurer.
4. All expenditure must be in accordance with the charitable objects of The Mlambe Project as laid out in the charity's Memorandum and Articles of Association.

Purchasing of Goods

5. The objective when purchasing goods and services is to achieve best value for the charity, which does not necessarily mean selecting the cheapest quote.
6. For purchases up to £150 a single source may be used (to help minimise the cost of procurement), mindful of achieving best value for money.
7. For purchases of more than £150 three separate quotes are to be obtained. The rationale for selecting a specific quote, not necessarily the cheapest but offering best value for money, is to be clearly documented on the purchase order and filed.



Expenditure Authorisation Limits

8. The Mlambe Project has three levels of financial delegation and expenditure authorisation, as follows:

For Budgeted Expenditure:

Level One: £501 and over: Chair of trustees and CEO

Level Two: £151-£500: CEO and trustee/treasurer

Level Three: Up to £150: CEO or budget holder

For Non- Budgeted Expenditure:

Level One: £501 and over: Trustee Board and CEO

Level Two: £151-£500: Treasurer, Chair and CEO

Level Three: Up to £150: Treasurer or Chair and CEO

9. All non-budgeted expenditure must be justified and notified in writing to the Chief Executive and Finance Director, and reviewed by the Treasurer or Chair, before expenditure is committed. Authorisation at a higher level than required is acceptable. Clearances will be monitored by the Finance Director.

Access to the Mlambe Project Funds

10. Metro Bank is the authorised bank for The Mlambe Project. Only those Trustees/ staff who are authorised to do so by their Letter of Delegation may access Mlambe Project funds and the bank account. Metro Bank is to be notified of those personnel so authorised.

Accounting for Cash

11. Only those personnel authorised in their Letter of Delegation may have access to Mlambe Project cash funds. Any cash is to be securely held in accordance with local requirements and accounted for in a cash book.



Trustee, Staff and Volunteer Expenses Authorization

12. All expenses incurred by staff, volunteers and Trustees should be pre-approved where possible, and all expense claim documentation must be completed in full and include copies of relevant receipts. The following sets out the expenses authorisation procedure for Mlambe Project Trustees, staff, and volunteers:
- a. Expenses of the Trustees and CEO must be authorised by the Chair of Trustees and Finance Director.
 - b. The Chair of Trustees expenses must be authorised by the Treasurer and CEO.
 - c. Volunteer expenses must be authorised by at least two of the following: Finance Director, Chief Executive, a Trustee (usually the Treasurer).
 - d. The Finance Director expenses must be authorised by the CEO and the Treasurer.

Signed

Chair of Trustees

Dated:

Annexes (as Required)

1. Articles of Association
13. Chief executive role description
14. Finance Director role description
15. Sample letter of financial delegation