



# Barleybird CIC

## Finance Policy & Procedures

Policy created by:	Nick Saltmarsh (Director)
Signed off by:	Josiah Meldrum (Director)
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Due for review:	March 2026

This policy and procedures covers finance transactions within Barleybird CIC in line with the company's Articles of Association. It provides the guidelines and procedures Barleybird CIC will use to administer these policies.

The purpose of financial management in the operation of all Barleybird CIC activities is to fulfil the organisation's mission in the most effective and efficient manner and to remain accountable to stakeholders, including donors, partners, funders, volunteers and the community.

Barleybird CIC will provide adequate training to members of the Board to enable each member to fulfil their financial role. This Financial Policy and Procedures must be followed by all directors, staff and volunteers.

The Financial Policies & Procedures will be reviewed by the Board of Directors at least once every two years.

### Finance Authorisation

The Board of Directors is ultimately responsible for the financial management of all activities.

The Treasurer is authorised to act on the Board of Directors' behalf on financial matters when action is required in advance of a meeting of the Board of Directors and is responsible for the day-to-day financial management of the organisation.

Prior to any of the following finance transactions being undertaken, the authorising person noted must authorise the transaction.

### Finance Transaction Authorised Person

- Bank Accounts: Treasurer and one other Director
- Business Debit Card: Treasurer and one other Director
- New Suppliers: Treasurer and one other Director
- Purchasing equipment and assets for the business: Treasurer and one other Director
- Reserve Fund Expenditure: Board of Directors

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A Community Interest Company registered in England and Wales, company number 14654618

- Year Financial Statements: Treasurer and one other Director

## **Bank Account**

This policy sets out the requirements for use of all bank current and deposit accounts, including opening, closing, authorisation, variations to terms and conditions, reconciliation of bank accounts and bank account transactions.

### **Opening Bank Accounts**

Any new bank accounts to be opened for the business must have the authorisation of the Treasurer and two other Directors.

### **Bank Account Authorisations**

For monies withdrawn from any bank account, whether by cheque, EFT or other online payment method, there must be two Directors authorising for each payment (as per bank mandate). Each payment made must be supported by invoice, receipt or other appropriate documentation.

### **Variations to Bank Account Terms and Conditions**

Any variations to banking arrangements must be agreed by the Board of Directors and this policy updated in line with any changes.

### **Closing Bank Accounts**

Where it is decided that a bank account is no longer necessary, two Directors will authorise the closure of the bank account. The Treasurer will be required to complete the following:

- ensure all transactions with respect to the account (including cheques drawn) have been completed;
- lodge with the bank a letter or appropriate documentation, signed by two Directors (as per bank mandate) advising of the closure of the account;
- meet the bank's requirements with respect to account closure; and
- update the financial system.

### **Bank Account Transactions**

All deposits received must be banked within 5 working days from receipt.

Unallocated direct deposits of more than 1 month will be investigated fully to determine source of deposit. Where the source cannot be identified, the deposit will be allocated to suspense account to keep these funds separate and identifiable.

Cheques outstanding for more than 12 months will be reallocated back to the business through the financial system.

Where a payment stop on a cheque/payment is required, this will be authorised and processed by the Treasurer.

## **Use of Company Debit Card**

The terms and conditions of the card issuer must be complied with in addition to the following:

- Company debit card holders must familiarise themselves with the card issuer's terms and conditions.
- The Company debit card can only be used for purchases up to the value of £100 and all purchases using a debit card must be authorised by two directors.
- No cash advances are to be taken using the Company debit card. The Company debit card is not to be used for personal expenses.
- Where a Company debit card is lost or stolen, then the owner/user of this card is to notify the Treasurer. The Treasurer is responsible for notifying the issuing agency and ensuring the card is cancelled.
- All holders/users of Company debit cards are required to submit valid receipts to the Treasurer for all payments made on the debit card.
- All Company debit cards are to be returned to the Treasurer when the holder is requested to do so by the Treasurer or Chair or where they are no longer associated with Barleybird CIC.

## **Suppliers: Goods and Services**

### **Appointment of a Supplier**

All suppliers must provide Barleybird CIC with best value in goods and/or services. Barleybird CIC may award business to any supplier and is not required to accept the lowest cost proposal. All new suppliers to the business must be reviewed and authorised by the Directors to ensure that the supplier service is aligned with the objectives of Barleybird CIC.

### **Purchasing**

This policy provides guidelines for the purchase of goods, services, equipment and assets for the business. All purchases must be authorised by the Directors and be supplied by an authorised supplier as above.

- Items up to £5,000, can be directly authorised by any two Directors.
- Items over £5,000 require 3 written quotations to be obtained and authorisation by the Board of Directors.

Any variation to the above must be authorised by the Board of Directors.

### **Equipment Asset Purchases**

All equipment and asset purchases to follow the New Supplier Policy and be entered in to the financial system by the Treasurer with the following details included:

- Date of purchase, supplier and invoice number
- Relevant description, make, model, Serial No. and location.

Tangible Fixed Assets will be depreciated at the rate of 25% reducing balance to write off each asset over its estimated useful life.

## **Asset Protection**

To ensure that the assets of Barleybird CIC are adequately protected and maintained, the Board shall:

- Insure against theft and casualty losses to the organisation and against liability losses to Board members, or the organisation itself, to levels indicated in consultation with suitable professional resources.
- Plan and carry out suitable protection and maintenance of the site.
- Avoid actions that would expose the organisation, its board, or its staff to claims of liability.
- Protect intellectual property, information, and files from unauthorised access, tampering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

## **Asset Lock**

It is the responsibility of the Treasurer to follow Asset Lock procedures set out in the Company's Articles of Association.

## **Reserve Fund Expenditure**

The Board must approve any use of the designated reserve fund.

## **Revenue**

Barleybird CIC obtains its income from the following sources:

- Donations/gifts; (money, goods, services)
- Fundraising:
- Grants;
- Income from events, course and other activities.

All income will be deposited in the Barleybird CIC Current Bank Account. In no case shall Barleybird CIC borrow funds without specific authorisation from the Directors.

## **Gift Acceptance**

Barleybird CIC shall accept contributions of goods or services other than cash that are related to the programmes and operations of Barleybird CIC. All contributions of non-cash items must be reviewed and approved by the Directors before acceptance.

## **Financial Statements & Reporting**

Barleybird CIC will ensure accounting records are kept that comply with the requirements of the Companies Act 2006 relating to finance, and prepare financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year.

The Treasurer is to prepare a yearly budget. This yearly budget is to be presented to the Directors for agreement at the last normal Directors meeting of the preceding year.

The Treasurer is to keep financial records up to date and will prepare a finance report for each normal Directors meeting. Any changes to the year's budget are to be agreed by the Directors.

It is the responsibility of the Treasurer to collate information for submission to the contracted Chartered Accountants for year end Statements. This is to be prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Once prepared, the draft year end Statements are to be sent to the Board for approval no later than 6 months after the year end. Once approved it is the responsibility of the Treasurer and one other Director to sign the Accounts where applicable for submission to Companies House and HM Customs by the contracted Accountants.

It is the responsibility of the Treasurer to ensure any Corporation tax due is paid before the due date.

### **Appointment of an Accountant**

The contracted Chartered Accountant should have the relevant qualifications, be regulated by a professional body and have professional indemnity insurance. The Accountant should provide Barleybird CIC with good service, competitive pricing and efficient delivery. Any change in the Company's chosen Chartered Accountants is to be agreed by the Board. The final decision on the appointment of a new Accountant will be made by the Treasurer.