

contact a family
for families with disabled children

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Strengthening Parent Carer Participation



- Welcome to this Contact a Family Webinar
- If there is a technical hitch, please do bear with us
- Those of you joining by pc, laptop, tablet or smart phone should now be able to see this introduction slide

Timing & Questions

- As there are so many attendees, it is not practical for verbal questions to be taken, therefore you will all remain 'muted' throughout
- If at any point you have questions, please use the question icon on your GoToWebinar tool bar on your screen
- This will allow you to type your question in to the text box and submit this to the Webinar administrator
- I will select as many relevant questions to answer as time allows, if similar questions are received I will condense these where possible



Q&A Session

- Further relevant questions, not covered in the time allowed, will be answered and posted on the Contact a Family website along with the recording of this Webinar, details of which will be circulated next week
- At the end of the Webinar a short questionnaire will launch, please take the time to complete this as this will assist with future online training events

**Why do forums need a
treasurer or someone
responsible for their
finance?**

Forums need to make sure the money is safeguarded and not used inappropriately but also need to safeguard themselves so should any allegations ever be made you can evidence that you have managed the money well

Safeguard



Committee Responsibilities

- The whole committee is responsible for any money it receives and spends.
- Every member of your group has a right to know how the money has been used
- Every committee member is responsible for deciding how funds will be raised and spent.
- The committee (not just the treasurer) is responsible for ensuring that accurate records are kept.



**I've been
nominated to be
the treasurer for
our forum.**

**What do I need to
think about?**

The role of the Treasurer

The Treasurer has a watching brief over all aspects of financial management, working closely with other members of the forum Management Committee to safeguard the organisation's finances and resources.



- It doesn't have to be just one person
- You can split the role into more manageable chunks
- If you can't find someone to take on the role of treasurer you can talk to your local CVS to see what help they can offer, pay someone to do the accounts and take on the majority of the role or find a volunteer through your volunteer bureau.

Main responsibilities of a forum treasurer

- General financial oversight along with the rest of the Forum Steering committee, Trustees or Directors
- Ensuring that the committee make financial plans and budget responsibly for their activities.
- Regular financial reporting to the committee
- Banking, book keeping and record keeping

Treasurer Responsibilities

- Present regular reports on the Forum's financial position
- Ensuring accounts are prepared at the end of the financial year. Most forums will need to get accounts independently checked and some with larger incomes will need to get their accounts audited. Your local CVS or voluntary development agency will be able to offer help with this though they may charge.
- Present accounts at the AGM
- Advise on the forums reserves (money unspent and not linked to any specific grant with conditions)
- Manage bank accounts
- Ensure everyone handling money keeps proper records and documentation as defined by the forum procedures and Financial Control Policies
- Ensure proper records are kept of the purchase of equipment from grant monies (An assets register)
- Ensure required insurances are in place such as contents for items such as fixed assets

Keeping accounts and book keeping basics



Always keep the Forum's cash
separate from your own.

- Be methodical.
- Keep separate accounts of any restricted funding received & of the expenditure relating to it.
- Make sure that you keep a record of all financial transactions
- Always record the full amount of cash you receive or pay out.
- Do not hold on to large amounts of cash; bank it as soon as possible.
- Check regularly that the cash held equals the balance in your cash book.

Treasurer Responsibilities

- Maintaining an accounts system agreed with the committee
- Making sure that the committee agree financial policies and procedures
- Keeping day to day financial records of income and expenditure
- Handling petty cash
- Making sure that cash and expenses are paid in line with good practice
- Ensure that appropriate financial systems and controls are in place and that everyone who needs to know knows them
- Ensure use of funds meets with the with conditions set by funding bodies
- Ensure effective and timely monitoring and reporting.
- Work with the committee **to** prepare and present budgets for new or ongoing work
- make sure the committee think through the financial implications of their plans

Treasurer Responsibilities

- Ensuring your forum sticks to their financial policy. This may include thinking about how you buy or purchase goods and services – and making sure that your forum adheres to good practice and is not , or seen to be purchasing goods or services from friends / family / those with other interests who may be in the forum, without having gone through due processes.

Set up a basic record-keeping system

Different types of Accounts

Manual Record Keeping – using a cash book to record income and expenditure

Electronic record keeping – using either a spreadsheet or a ready made accounts package for community groups/charities such as Paxton Charities Accounting, Quick Books pro from Intuit or you can find others from your local voluntary sector development agency.

The cash sales and purchases/expenses books

The cashbook is the central record of all the money that comes into and goes out of your forum - often referred to as cash flow. To complete your cashbook, you'll need to collect and hold on to:

- Cheque book stubs
- Cancelled cheques
- Bank paying-in books
- Copies of your own invoices
- Receipts and delivery notes
- Your suppliers' invoices
- Receipts for all cash purchases,
- Bank statements
- Remittance advice slips
- Copies of payments made or received using online banking systems
- Credit or debit card statements
- Credit and debit card transaction slips/vouchers

The Bank Reconciliation

1. The bank statement provides a regular opportunity to check your records against those of the bank and deal with any mistakes.
2. Check off each item on the bank statement and take into account any cheques or last minute deposits which do not yet appear on the statement.
3. It is usual to present the bank reconciliation together with a statement of income and expenditure at management committee meetings.

Checks and Balances

All organisations need appropriate financial procedures and internal controls.

Examples of internal financial controls:

- Two people opening and recording the post (especially if receiving regular cash or cheques through if post).
- Two independent signatories for cheque payments .
- Authorisation procedures for purchasing goods and services .
- Restricted access to bank accounts e.g. management committee
- If you are a signatory and are claiming back expenses you can't authorise your own payment get two other signatories to do it.

Top tips: If possible ensure that the person responsible for book keeping is not also a cheque signatory .

Key Areas for Internal Controls

The following list although not exhaustive, covers the main areas where any organisation needs to think about Internal Controls.

Budgets

The Bank Order

Authorisation of
expenditure

Salaries

Petty Cash

Cash income

Bank Reconciliation

Committee reports

Audits and Independent
Examination

The filing system

Computers

Confidentiality

Insurances

Who does What

Your forums budget

A budget is a forward plan used to **plan** work and services.

A budget is a forward plan used to cost work and services.

Budget preparation

In making your grant application your forum will have set out what it intends to do for the financial year

Services and activities must be **fully costed/estimated**. You should include the direct costs for any given project, such as salaries and equipment, and a relevant share of overheads, such as rent and office costs.

Sample Cash Book Purchase and Expense

Date	Supplier	Amount Paid	Paid Cash	Paid Cheque (No)	Paid Debit/Credit Card
1/9/15	Still Stationery	£65-66		17598115	
5/9/15	Parent 1	£14-34	Expense claim form 12		
7/9/15	ZB catering	£62-00			Debit

The **cash book summary** reconciles the totals from the cash book purchases and expenses. It helps you check what your opening and closing balances are and helps you monitor how your forums finances are looking.

Date		Amount
	Opening cash balance (A)	
	Cash Receipts (B)	
	Cash Banked (C)	
	Cash payments (D)	
	Closing Cash balance (E)	
		Amount
Date	Opening Cheque account balance (F)	
	Total value of pay-ins for period (G)	
	Total value of payments for period (H)	
	Closing Cheque balance (I)	

- To reach the closing cash balance (E), the calculation is $(A + B) - (C + D) = E$.
- To reach the closing cheque account balance (I), the calculation is $(F + G) - H = I$.
-
- The closing cash balance (E) should always equal the cash in hand. If it does not the discrepancy should be investigated. It may be because of an un-entered receipt or payment.
- The closing cheque account balance (I) should always equal the balance on the bank statement at the close of business on the same day as the cheque account is made up to, after allowing for un-presented cheques or bankings.

Online and Phone Banking

- Banking can be conducted via phone bank or internet bank.
- For phone banking the use should solely be for checking transactions
- Internet banking is conducted by the treasurer in the presence of another signatory, trustee or Director. All transactions completed via internet banking once completed should be recorded and reported back to the forum steering committee at the monthly meeting.
- Any large transactions above (£ This amount needs to be agreed by the forum) should be witnessed by another person within the steering group?

Use of Debit Cards

- The use of the Debit Card by Parents and Forum should be governed by the Financial Control Policy, the following points are offered as guidance .
- The Steering Committee may authorise the 2 cardholders following elections at the AGM. The debit card shall be issued by **name bank**, the forums bankers.
- Each card shall be stored in a **safe place** when not in use.
- The PIN number for each card shall be known only by the cardholder and not disclosed to anyone else or written down.
- In the event of loss of the pin number the bank will be able to provide the cardholders only with the information

Use of Debit Cards continued

- Should the card be lost or stolen the loss shall be reported by the cardholder to the issuing bank, the police, and the forum treasurer immediately.
- Should misuse be suspected, the bank should be informed immediately so that the appropriate action can be taken. Please inform your Contact a Family Parent Participation Advisor as soon as possible because they have a responsibility to the DFE to ensure the funds are spent as agreed in the grant application.
- The debit card may only be used for purchases up to **(Agree an amount)** without prior committee consent.

Use of Debit Cards continued

- The debit card transaction should be entered in the accounts as soon as possible with the debit card authorisation number, to ensure the completeness of the accounting records & ready to be reconciled when the bank statement reaches the forum.
- All transaction must be supported by original receipts authorised by a designated signatory.
- The cards shall not be used for personal expenditure under any circumstances.
- Any monthly contracts taken out against a debit card will be by prior committee consent and all original documentation will be held by the Forum.
- Cash withdrawals should not be permitted.

- All authorised cardholders shall sign to accept that they have personal responsibility for transactions on “their” card which are not conducted with the approval of the Forum in accordance with this policy.
- Cardholders shall also authorise the Forum to recover the cost of any unauthorised transactions and where reimbursement is not received then the Forum may take steps to recover the costs from the cardholder.
- Cardholders shall be made aware of the action to take in the event of a card being stolen, lost or missing.

Asset registers

- What is an Asset Register?
- Why are they used?
- How do they help the forum?

Example

- The Southtown Forum Asset Register has been implemented to enable the Forum to monitor the acquisition and disposal of its assets. The purpose of the Register is:
 1. To facilitate and record the physical control and security of these assets.
 2. To provide information and values for insurance and financial accounting purposes.

The criteria for inclusion in the Asset Register is as follows:

- Any property or vehicles (we appreciate this is probably unlikely for most forums but some forums have been donated assets of this nature)
- Equipment. All items of equipment with a purchase price (inclusive of VAT) of £250 or more, but may include items costing less where they are considered to be attractive and portable.
- Furniture. All items of moveable furniture with a purchase price (inclusive of VAT) of £250 or more.

Forums may choose to allocate the task of keeping the asset

register to the treasurer or another individual. It is helpful to

keep a record of assets which may include the following:

- Asset number
- Description
- Supplier
- Purchase Date
- Cost inclusive of VAT
- Location or who is holding the asset

- Your forum may also wish to have a formal agreement that members sign when they take responsibility or are allocated assets to use which includes details about how and to whom they return them when they have finished using them or if they leave the forum. Having members sign such an agreement is helpful and can prevent dispute at a later date about who has what and where it should be located.

**What if another
organisation signs the
Conditions of Grant and
looks after our money?**

- The management committee of the forum usually has responsibility for the financial affairs or for determining and keeping track of how the grant monies are spent.
- Someone has to sign the Conditions of Grant for the grant application making them responsible for the grant monies
- It is a requirement of the Department for Education grant funding for forums that you have a financial control policy outlining financial management systems, procedures and internal controls to minimise risk to the forum.

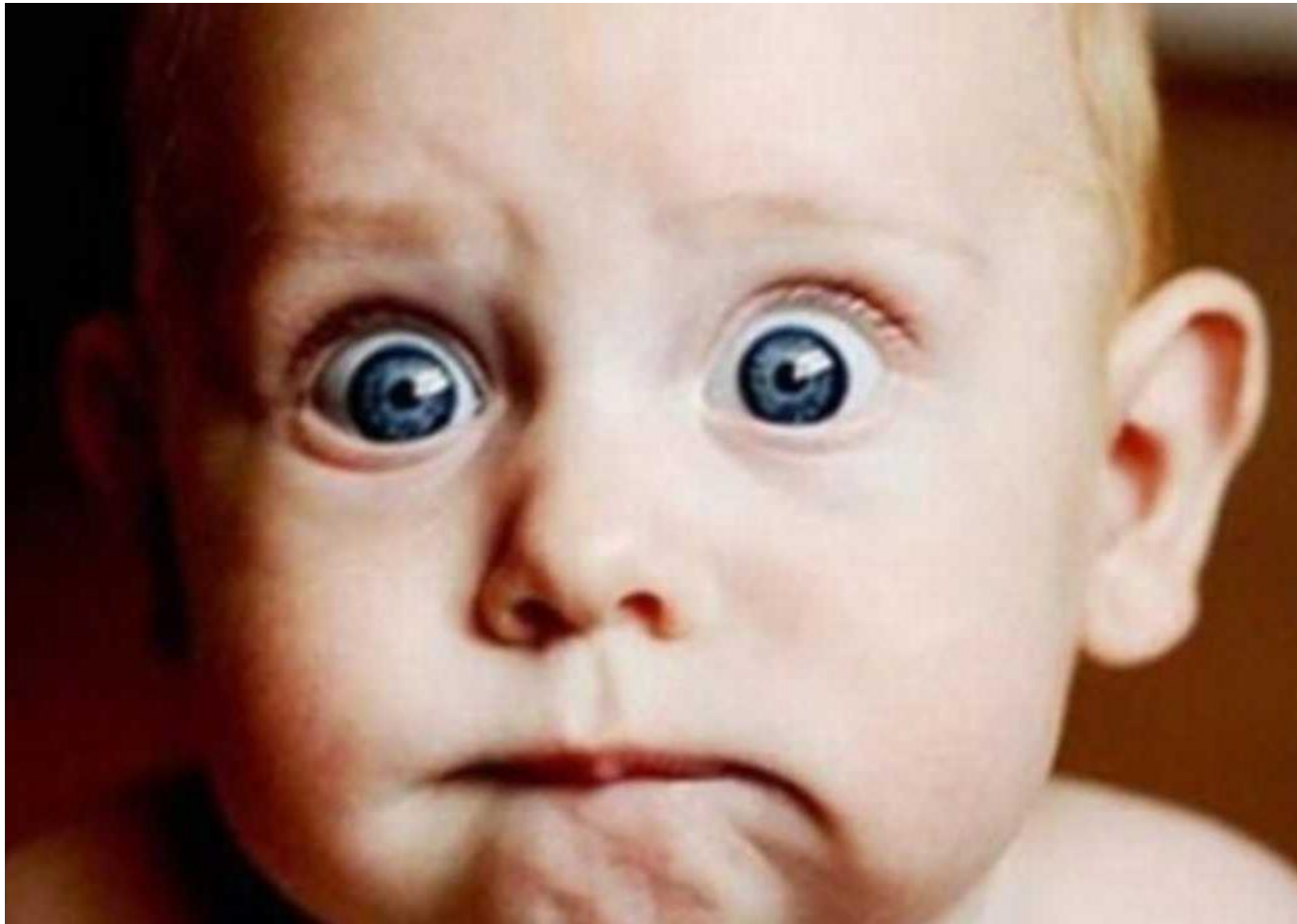
Accruals and Pre-payments

- Accruals and pre-payments. Accruals are items which you expect to pay for or receive after the end of the month or financial year and pre-payments are the items you have had to pay in advance of the next month or financial year. N.B **If the DFE grant is your only funding pre-paying could be an issue if the payment is anticipated to be in the next grant year.**

Getting Help and Support

- Your local CVS or voluntary development agency
- Your Parent Participation Advisor
- Find a volunteer through your local volunteer bureau
- A local accountant
- Your parent community

Don't be scared!



- It sounds scary
- **BUT** you just need to be organised
- There are other local organisations that may be able to assist
- You may choose to use some of your grant to pay for an accountant or someone to assist with your finances
- Don't struggle in silence – if you are worried talk to your advisor



Great way to
develop new or
strengthen existing
skills

You can make a
huge difference by
helping a forum
through being the
treasurer

Questions ?

Thank You

- Thank you for attending with us today
- A short questionnaire will launch at the end of this webinar
- Please take the time to complete this it will help us plan future online training events including other topics you would like to see
- The recording of this Webinar, presentation and questions will be on the parent participation Resources page of Contact a Family's website next week – an email confirming this will be sent to you once this is available