



Mevagh Family Resource Centre
Financial Controls of Payments Policy

Document:	Financial Controls of Payments Policy
What is this?	This is Mevagh FRC's current Policy on Financial Controls of Payments
CRA Code Sections:	4.4
Notes:	This document is a summary of Mevagh FRC policy on financial controls over all payments
Use of Document:	Directors of Mevagh FRC - CRA Compliance
Date Policy Approved:	This Policy was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting on 09.12.24.
Review Date:	This Policy will be reviewed by the Voluntary Board of Directors on 09.12.27.

Bank Accounts:

Mevagh FRC maintains the following accounts at AIB, 67 Upper Main Street, Letterkenny, Co. Donegal:

Meitheal Mhíobhaigh CTR Administrative Account	32747052
Meitheal Mhíobhaigh CTR CFA Account	32747136
Meitheal Mhíobhaigh CTR Groups Account	32747649
Meitheal Mhíobhaigh CTR Youth Club Account	32747565
Meitheal Mhíobhaigh CTR Men's Group Account	32747219
Meitheal Mhíobhaigh CTR Busy Bees	32747482

Mevagh FRC also maintains one account at Sheephaven Credit Union, Main Street, Carrigart, Co. Donegal for the purposes of FRC reserves.

Mevagh FRC will abide by good practise and where possible maintain the minimum number of current accounts necessary. If a funder requires a separate bank account to be opened, then this must be approved by the Finance Committee. The procedure to open a new account must be approved in the first instance by the Project Manager and this decision is put to the Finance Committee for consideration and if deemed appropriate approved.

Security for cheque receipts and payments:

Blank cheque books and the Petty Cash box will be stored in a locked filing cabinet within the account's office. The accounts office will be locked outside of normal business hours. Keys to the filing cabinet will be kept in a safe place. The Project Administrator is responsible for the cash in the Petty Cash box and must minimise the need for cash whenever possible. Health and Safety Protocols and a risk assessment must be carried out when transporting large sums of cash off the premises for lodgement purposes. Where possible, Mevagh FRC will reduce the use of cheques in favour of electronic transfers for both its receipts and payments. This policy is to reduce the risk of fraud, theft and to otherwise improve its financial controls. All debtors will be requested to make payments to Mevagh FRC by electronic means.

Cheque Signatories and Electronic Transfer Approval:

The Directors of Mevagh FRC has agreed that the cheque signatories of Mevagh FRC shall be the Chairperson, Treasurer and Assistant Treasurer.

- Cheques will be signed by two authorised bank signatories from the above
- Cheques must be issued in numerical sequence.
- The pre-signing of blank cheques is not permitted.
- Copies of any spoiled cheques are retained with the cheque stubs.
- Cheques are not made payable to cash.
- Online bank payments are set up by the Project Manager or Project Administrator. Both can authorise payments. The Chairperson, Treasurer and Assistant Treasurer can also authorise payments. Authorisation is required from any two of the above.
- The Treasurer will authorise any payment in excess of €3500 (except agreed salaries or funding received for a specific purpose).

None of the approved signatories has the authority to authorise a payment through Banking online to him/herself or where a conflict of interest may arise with the exceptions of:

- Payroll payments.
- Appropriately authorised reimbursement expenses occurring in the normal course of work.

Direct Debits and Standing Orders:

Direct Debits and Standing Orders are automatically deducted from the relevant bank accounts. A mandate must be signed by the company signatories to allow for payment by this method. A copy of this mandate will be kept on file. It is the responsibility of the Project Administrator to monitor the direct debits and standing orders to ensure value for money and that no error has occurred on the part of the creditor or the bank. This will normally be done as part of the preparation of the management accounts.

Transfers between the Family Resource Centre bank accounts:

Occasionally, it may be necessary for payments to be made between the Family Resource Centre bank accounts (including credit cards) for cash management purposes. These payments are made under the instructions of the Treasurer and require the same two bank account signatories as a normal EFT payment.

Payments:

All payments (including cheque, direct debit, EFT, and cash) where possible are recorded through the SAGE accounting software. This records the bank account, date, the cheque number (or payee name if an EFT payment), the name of the supplier account, the amount, and the allocation against the correct invoice.

The Project Manager may approve expenditure of not more than €500. Reasonable effort should be made to obtain value for money. The Project Manager may approve expenditure of up to €1000 with two written quotes. For expenditure over €1000 and under €10,000, three written quotes will be required and approval from the Board of Director's. For items over €10,000 see contractual agreements. If an underspend occurs under a particular funding stream, guidance will be sought from the funder as to the process for re-profiling i.e. who is eligible to access that funding and pro-forma will be developed so as to ensure accountability and transparency.

Credit Card:

Mevagh FRC currently holds one credit card issued in the name of Gráinne Sheils (Project Manager). This credit card will be used solely for the purpose of the organisation. The credit limit on the card is €3500. Payments by credit card are treated the same as payments by EFT or cheque. Under no circumstance can the credit card be used for personal use. All receipts associated with credit card expenditure are retained and furnished immediately to the Project Administrator for association with the monthly statement. As a lot of the spending on these cards relate to Travel and Subsistence these receipts may be examined on the travel and subsistence procedures outline below. Failure to provide the required receipts will result in the credit card being cancelled and disciplinary measures may be pursued under the HR policy. Any deviation from the above procedure should be reported by the Treasurer immediately. Credit card balances are cleared monthly by direct debit.

Tax Clearance Certificates and Tax Clearance Numbers (TCAN):

When recruiting consultants and self-employed individuals it is recommended practise that you make them aware of the requirement for a Tax Clearance Certificate as part of the recruitment process.

Review

This policy will be reviewed every three years or sooner if required.

Signed: Eric Byn (Chairperson)

Date: 09 / 12 / 24

Signed: R. Kottel (Director)

Date: 09 / 12 / 24

Revision History

Revision No.	Approval Date	Document Reference & Changes Made	Name