Mevagh Family Resource Centre

Financial Policy & Procedures Manual

Document:	Financial Policy & Procedures Manual
What is this?	This is Mevagh Family Resource Centre's (Mevagh FRC) current Financial Policy & Procedures Manual
CRA Code Sections:	4.4
Use of Document:	Directors of Mevagh FRC - CRA Compliance
Date Approved:	This Financial Policy & Procedures Manual was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting on 11.05.26
Review Date:	This Manual will be reviewed by the Finance Sub-Committee annually, and recommendations for any updates required will be made to the Board.

2. Corporate Governance

2.1 Mission and Objectives

Mission Statement:
The mission of Mevagh FRC is to help combat disadvantage by improving the functioning of the family unit and to promote the economic, social and cultural regeneration of the Mevagh community. It is hoped to improve the functioning of the family unit by offering support, education and training.

Objectives:
The main objective for which the Company was established as set out in the Constitution is stated as:

- The group is established to make the Mevagh area a better place to live in;
- To promote family support through a variety of measures and encourage community development by supporting and empowering individuals, the local community and groups.
- To promote the Irish language, culture and heritage

Its Subsidiary Objects are:

- to encourage the participation of families and individuals from all sectors of the community;
- to encourage the development of a closer community;
- to empower local people to do more for themselves;
- to encourage the provision of resources for the area;
- to support groups in the area in identifying and meeting their needs;
- to build relationships with established groups in the area;
- to bridge the gap between government agencies and the community and increase awareness about the services they provide
- to run courses which encourage the development of self-esteem, responsibility, confidence and assertiveness;
- to provide family support services for families, individuals and children
- to run social and educational programmes for young people;
- To advocate, and promote equality and human rights in an all-inclusive community.
- To encourage the participation of isolated rural families and individuals.
- To provide a place for relaxed social contact.

2.2 Organisational Structure

Mevagh FRC is a company limited by guarantee (CLG) and not having a share capital. Our company registration number is 313576. Our Registered FRC address is: Áras Ros Goill, Downings, Co. Donegal. F92 RX8C. We are a registered charity with the Charities Regulatory Authority (CRA). Our CRA Number is 20044961. As such, we are governed by the Charities Act 2009. The Board is responsible for ensuring it remains aware and informed of future changes to the Act. It is the responsibility of the Project Manager to keep the Board updated on this.

We also hold tax exemption status with the Revenue Commisionners. Our Revenue Charity Number (CHY) is 13979.

Mevagh FRC is governed by a Constitution. Board members are elected at the AGM. The Board appoints Officers, including a Chairperson, Vice Chair, Company Secretary and Treasurer.

Company Treasurer with the support of the Finance SC also monitor the financial health of the organisation and ensure that funds are being utilised in accordance with the direction set by the Board.

2.5 Directors Responsibilities in preparing Financial Statements

The Directors are responsible for preparing the Directors' Report and the Financial Statements in accordance with the Companies Act 2014.

Irish company law requires the Directors to prepare financial statements for each financial year. Under the law, the directors have elected to prepare the financial statements in accordance with FRS102 the Financial Reporting Standard applicable in the UK and Republic of Ireland issued by the Financial Reporting Council.

Under company law, the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities, and financial position of the company as at the financial year end date and of the profit or loss of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing those financial statements, the Directors:

- Select suitable accounting policies for the Company Financial Statements and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the financial statements have been prepared in accordance with the applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and profit or loss of the company to be determined with reasonable accuracy, enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be audited.

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website.

2.6 Governance & Quality Standards

The Board is committed to achieving and demonstrating the highest standards of governance and organisational quality. This means that we:

- Have fully implemented the Charities Regulator Governance Code.
- Prepare the financial statements in accordance with FRS102 or
- Prepare an annual report and financial statements in line with the Charity SORP (Standard of Reporting Practice under FRS102).

2.7 Management of Organisation

The Project Manager is responsible for the day-to-day operation and management of Mevagh FRC. The Board appoints the Project Manager who is responsible to the Board. The full role specification for the Manager is outlined in their job description.

3.7 Detection of Fraud

Mevagh FRC is committed to maintaining an open culture with the highest standards of honesty and accountability where workers can report any concerns in confidence. The Mevagh FRC Protected Disclosures/ (Whistleblowing) Policy protects staff and the organisation by encouraging staff to make a disclosure if they have a concern about a significant serious matter including fraud.

The Protected Disclosures (Whistleblowing) Policy also outlines the procedure that should be followed in this event.

3.8 Review of Controls

The Finance Sub-Committee ensures a review is conducted of the effectiveness of the organisation's internal financial controls. An assessment of whether controls are relevant to, and appropriate for, is carried out periodically.

3.9 Maintenance of Books and Records

To ensure that proper books and accounting records are kept in accordance with sections 281 to 285 of the Companies Act 2014, the organisation has employed appropriately accounting personnel (Project Administrator) and have maintained appropriate computerised accounting systems.

4. External Financial Reporting

Audited annual financial statements are approved by the Board and lodged annually with the Companies Registration Office and with the Charities Regulatory Authority. Financial statements are sent to all Members ahead of the Annual General Meeting. Members of the public can access our audited accounts through the Charities Regulatory Authority website and our own Mevagh FRC website.

4.1 Preparation of Annual Financial Statements

Mevagh FRC financial statements are prepared in accordance with FRS102. Some of the key components as presented in our Financial Statements include:

- A Detailed Directors Report outlining activities for the year.
- All income is identified as being restricted or unrestricted.
- Detailed Notes to the accounts identifying sources of Restricted income.

4.2 Computerised Accounting Records

The financial records of Mevagh FRC are computerised. We use SAGE accounting software. It is backed up daily to prevent loss of data in case of system failure.

At present access to SAGE is restricted to the Project Manager and Project Administrator.

The laptop which provides access to SAGE is encrypted and password protected. SAGE itself is also password protected.

It is the Project Administrator's responsibility to safeguard the finance records of the organisation. Our finance records are held in our company office at Áras Ros Goill, Downings, Co. Donegal. Under statute, all companies must hold records for 7 years.

All finance records that need to be disposed of are shredded at our company office.

4.3 Accounting Records and Policies

At staff level, it is the Project Administrator's responsibility to ensure proper books and accounting records are maintained. The Project Administrator also has responsibility for reconciling accruals, accrued income, pre-payments, and deferred income.

All users of our online banking must ensure that anti-virus software, spyware protection on all devices is kept up to date.

The organisation treats all e-mails received relating to bank accounts with caution. Finance Sub-Committee/Board Members and Staff do not respond to emails or telephone calls asking for personal security details.

Banking Online Access Rights

The main access rights of personnel with access to Banking online

Name	Function
Project Administrator	View and Print Statements, Set up Payments & Beneficiaries. Authorise payments up to a maximum limit of € 20,000. Daily Limit €20,000.
Project Manager (Local Administrator)	View and Print Statements, Set up Payments & Beneficiaries. Authorise payments up to a maximum limit of € 20,000. Daily Limit €20,000.
Chairperson	Approve Beneficiaries, authorise payments up to a max of € 20,000. Daily Limit € 20,000.
Treasurer	Approve Beneficiaries, authorise payments up to a max of € 20,000. Daily Limit € 20,000.
Assistant Treasurer	Approve Beneficiaries, authorise payments up to a max of € 20,000. Daily Limit € 20,000.

Electronic Funds Transfer (EFT)

EFT is used to pay suppliers who have submitted their bank details and is the organisations preferred method of payment. All salary payments are paid by EFT.

Suppliers are entered onto the system after receiving their bank details.

An invoice/expense received is approved by the Project Manager. The payment is then created on the online banking system and authorised by two approved users.

All suppliers, whether existing or new, are encouraged to submit bank details allowing payments to be made electronically thereby reducing time and cost.

5.5 Bank Reconciliations

Bank reconciliations are prepared on a monthly basis by the Project Administrator to make sure all monies received were lodged into the organisation's accounts and any discrepancies resolved. Bank statements for the accounts with AIB can be accessed through banking online, although a hard copy is received on a monthly basis. Transfer or other direct payments into the bank are identified and verified against supporting paperwork.

Direct debits, standing orders and transfers are reviewed on a monthly basis.

6. Purchases and Creditors/Payables

The purpose of this procedure is to safeguard Mevagh FRC's interests and to facilitate best purchasing practice including fitness for purpose, value for money and enhanced supplier relationships.

6.1 Purchase Authorisation Limits

The following purchase authorisation have been approved by the Board:

- Expenditure up to a maximum of €1000: Project Manager

Mevagh FRC will reimburse expenses that have been wholly, necessarily and exclusively incurred whilst engaged in authorised activity on its behalf. Expenses will be reimbursed to Staff, Board Members and Sub-Committee Members who meet these criteria.

Claiming Expenses

All expenses claims must be made on the standard Mevagh FRC expense claim available from the Project Administrator.

All expense claims must be completed in sufficient detail to satisfy Mevagh FRC that the expense was necessarily incurred on Mevagh FRC business.

It is the responsibility of the claimant to ensure that all details on the form, including totals and information are accurate. Mevagh FRC reserves the right to delay payment where information is incomplete, or totals are not correctly recorded.

Staff of Mevagh FRC must claim on a monthly basis in arrears, within the first week of the following month. Volunteers will be permitted to claim expenses immediately, monthly, or quarterly.

The claim form should be returned by email to the Project Administrator with the relevant receipts.

Authorisation

All expense claims must be signed and dated by the claimant before submitting a claim to the Project Administrator. Claims will be collated by the Project Administrator and sent to the Manager for approval.

No one is able to authorise his/her/their own expenses. The Project Managers expenses are authorised by two Directors. Board & Staff members expenses are authorised by the Project Manager. The Project Manager may clarify details of expense claims with the claimant where he/she/they deems necessary and should not authorise the claim unless he/she/they is satisfied with the accuracy of the expenses being claimed.

Evidence of Expenditure

Receipts must be provided in all instances. A visa receipt does not constitute a valid receipt. No claim may be made for any notional expenditure. For example, on items such as rail travel where a monthly ticket covers part or all of the cost.

Payment of Expenses

All expenses are tax-free unless otherwise specified. Expenses are reimbursed through the EFT system and paid following approval.

7. Payroll Procedures

7.1 Objectives:

- To ensure that salaries are processed promptly and accurately and in compliance with legislation.
- To ensure that all instructions are authorised and implemented.

7.2 Salary information

Upon the commencement of employment, the Project Manager/Chairperson will communicate the new employee's salary to the Project Administrator for monthly processing. Signed employment contracts are in place for all individuals processed through payroll.

Revenue have now introduced a new system that commenced on the 1st of January 2019 that allows employees manage their own tax affairs through revenue account online called 'myAccount.' This

Summaries from the payroll are reconciled and approved before a tax return is filed on ROS. Revenue payments in respect of PAYE & PRSI (P30) are filed online through ROS and paid by direct debit. Year-end records are reconciled and maintained for audit.

7.5 Wages Cost Analysis (variance analysis)

All deviations from the previous month's payroll are explained in detail before being issued by the Project Administrator to the Project Manager for approval.

8. Income

8.1 Government & Non-Government Grants

Funding for Mevagh FRC comes from both government and non-government grants. A government grant usually refers to a Service Level Agreement (SLA) with Tusla.

SLAs are agreed and signed with Tusla early in the new year and are maintained by the Project Manager.

The payment schedule for a grant may be monthly, quarterly, twice-yearly, or annual. Payments are made using EFT and recorded on SAGE. Reporting on Tusla SLA is done as required by the funder.

A non-government grant refers to a grant from for e.g., philanthropic or private sector funding sources. Procedures differ from funder to funder, but typically, a submission or application is made to a prospective funder requesting funding for a particular project or service that Mevagh FRC requires funding for. Reporting procedures differ from funder to funder, and Mevagh FRC is committed to meeting all individual funders reporting requests.

When a grant is received into the bank account the Project Administrator gives it a 'Department' on SAGE. All costs that relate to this grant are then coded using this 'Department' as this allows the Project Administrator to track the spend and provide the Project Manager or other Staff with the information needed to complete the necessary reporting requirements.

9. Fixed Assets

9.1 Objectives:

To ensure that:

- All assets acquired are solely for the furtherance of the objectives of Mevagh FRC
- That assets are properly budgeted for and authorised.
- That all fixed asset monies, both received and paid, are accurately, promptly, and properly recorded in the accounts.
- To ensure that assets can be identified and matched against accounting records.

9.2 Definition of Fixed Assets

Fixed assets are capital in nature and include fixtures and fittings, and computer equipment which are used in Mevagh FRC activities, and which have a useful life greater than one reporting period. A fixed asset is not purchased with the intent of immediate resale, but rather for productive use within the entity.

Fixed Assets are defined as those:

- involving expenditure which is not covered in the operational budget;
- not recurring in nature; and
- relate to the acquisition, development or improvement of assets which will be available for use over a period of more than one year.

General Funds - Designated

Designated funds are unrestricted funds earmarked by the Board of Directors for particular purposes. Funds are reduced in line with expenditure utilised for the designated purpose.

Restricted Funds

Restricted funds represent income, which has been received and recognised in the financial statements, which is subject to specific conditions imposed by the funder or grant making institutions.

12. Monitoring & Review

The Finance SC will monitor the effectiveness and appropriateness of Mevagh FRC's financial & internal controls and procedures on an ongoing basis.

This document will be reviewed by the Finance Sub-Committee annually, and recommendations for any updates required will be made to the Board.

Review

This policy will be reviewed annually, or sooner should circumstances change.

Signed: ______________ **(Chairperson)** **Date:** 08 / 06 / 2026

Signed: ______________ **(Director)** **Date:** 21 / 05 / 26

Revision History

Revision No.	Approval Date	Document Reference & Changes Made	Name
1.	11.05.26	**5.3 Banking Online** **Add:** two-factor authentication (2FA) through a mobile phone - added **6.1 Purchase Authorisation Limits** **Amend:** The Board of Directors will ~~seek three quotes for purchases relating to Public Procurement in excess of €5,000, ex VAT.~~ follow Public Procurement guidelines for all purchases in excess of €5000. **6.3 Staff & Board Member Reimbursement of Travel & Subsistence (T&S) Expenses - Authorisation** **Amend:** The Project Managers expenses are authorised by ~~the Chairperson or Treasurer~~ two Directors. **7.2 Salary Information** **Add:** Mevagh Family Resource Centre will implement the My Future Fund auto-enrolment pension scheme for eligible staff who are not currently members of a contributory pension scheme. The scheme is a statutory requirement and will be administered in accordance with national legislation. Eligible employees will be automatically enrolled and contributions will be processed through payroll as required. **Amend:** ~~No bonuses of any kind are permitted. This includes private health insurance, company cars, non-vouched expense accounts.~~ Private health insurance, company cars, and non-vouched expense accounts are not permitted.	Gráinne Sheils