

OutdoorLads' Finance Policy

- financial management, control and delegation

1 Introduction

The trustees (the “**Trustees**”, the “**Board**”) of OutdoorLads Limited (the “**Charity**”, “**OutdoorLads**”) share overall responsibility for financial control and safeguarding the funds of the Charity and ensuring that it operates in accordance with the financial powers stated in its Articles of Association. This document sets out how this responsibility will be exercised and where functions have been delegated to particular Trustees or staff of OutdoorLads.

As it is the case for trustees of other charities, the Trustees of OutdoorLads need to:

- Protect the Charity’s assets, ensure money is spent to maximise the Charity’s aims and ensure the long-term future of the Charity;
- Help manage the risk of conflicts of interest, loss, waste, bribery, theft or fraud;
- Ensure that financial reporting is robust and of sufficient quality; and
- Ensure that the Trustees comply with charity law and regulation relating to financial matters.

Related policies include the Reserves Policy and the Procurement Policy. This document supersedes the stand-alone Financial Delegation & Control Policy which from the initial date of this policy, shall no longer be in force.

Certain parts of the document represent guidance and best-practice rather than policy. All text in sections titled “Introduction” is guidance and so is text in the “guidance boxes”.

2 The role of the Treasurer

The treasurer of OutdoorLads (the “**Treasurer**”) takes the lead, at board level, in respect of:

- Ensuring OutdoorLads keeps proper accounts;
- Reviewing financial performance;
- Ensuring policies relating to finance matters are regularly reviewed;
- Ensuring that OutdoorLads has robust and effective financial controls in place;
- Liaising with the most senior staff member (the “**Programme Manager**”) about financial matters and with the accountants;
- Reporting on financial matters at the annual general meeting (the “**AGM**”); and
- Carrying out periodic internal checks (e.g., prior to audit).

3 Financial records

Financial records will be kept so that:

- OutdoorLads can meet its legal and other obligations, e.g., HMRC; Charities Act of 2011 (or later), the Companies Act of 2016 (or later) and other applicable laws and regulations;
- The Trustees can, at any time, have a good overview of the Charity’s finances; and
- OutdoorLads can meet its contractual obligations and the requirements in respect of any restricted funds.

The Charity will keep proper books of account using the Xero accounts package (or such other package as the Trustees may decide to move to). These will include:

- A cash book recording all transactions;
- Sales, purchase and nominal ledgers;
- Petty cash records; and

- Payroll records.

4 **Budget, Budget process and Forecast**

The Charity's financial year is 1st April to 31st March.

Before the start of each financial year, the Trustees will approve a budgeted income and expenditure account for the following year together with income and expenditure for a further two years (the "**Budget**").

Within the limits set out in section 13, a Budget approved by the Board represents approval to financially commit the Charity to the spend in the budget.

If it is not clear whether a specific expenditure has been approved in the Budget, the Treasurer will opine on the matter. If the Treasurer takes the view that the expenditure has not been approved, it must either be approved by the Board or fall within the discretionary limits set out in section 13.

Budgets may be amended, updated or replaced by the Board at any time.

The board will annually set, as part of the budgeting process, an amount available to be delegated to each sub-committee. This amount may vary annually, and between the four sub-committees. An unspent amount will not roll over to the following year.

This money is delegated to the sub-committees to be spent to achieve the aims of each sub-committee on items deemed necessary and appropriate, and in conjunction with a plan approved by that sub-committee and recorded in their minutes. All such spend will be physically made by the staff on behalf of the sub-committee, unless by agreement with the programme manager for practical purposes it is made by an individual and reimbursed.

This spent is delegated to the committee to spend their annually allocated funds and is subject to scrutiny and agreement of the programme manager, and hence their authority limit. Should any amount of money be intended for items which the programme manager is not in agreement or does not feel is appropriate, the matter will be referred to the board for full approval.

Guidance regarding the Budgeting process:

The budgeting process will usually be led by the Programme Manager in close collaboration with the Treasurer and with input from others.

Categories of income and expenditure may vary over time but will typically include at least: i) The camping and hostel programme, ii) IT and website, iii) leader training, iv) marketing, v) office costs, vi) Leader expenses, vii) board and AGM expenses, viii) banking charges, ix) insurance, x) accountants and payroll manager, xi) professional advice (e.g., VAT or legal) and xii) staff (e.g., salaries, employer national insurance and pension).

Spending specified in the Budget and spending not specified in the Budget are subject to different authorisation rules as set out section 13.

A paper comparing actual income and expenditure with the Budget will be presented to the Board at every regular Board meeting.

5 **Accounts and Audit**

Accounts will be drawn up after each financial year and presented at the next AGM.

The secretary of the Charity is responsible for the accounts being submitted by the deadline to the Charity Commission and accountants submit them to Companies House.

The Trustees will appoint an appropriately qualified auditor or an independent examiner to audit the accounts for presentation to the next AGM. The Trustees will review the appointment of the auditor/independent examiner at least every 3 years. As of the date of this version of the policy the Charity's accountants were Beever and Struthers. The next review should take place prior to the production of the accounts for the financial year to 31st March 2025.

6 Banking arrangements and Investments

Subject only to the requirements set out in this policy, OutdoorLads may bank with any bank or building society approved by the Treasurer. Whilst not bound to do so, the Charity aims to bank with mutual organisations and / or those with a strong ethical ethos.

Deposits may only be made into accounts which benefit from the FSCS scheme. As of the date of this version of the policy, the limit was £85,000 per financial institution. Deposits should only exceed the scheme limit for short periods and only for appropriate practical and operational reasons, e.g., a large cash payment is received or funds need to be in place to make a large payment.

OutdoorLads will normally only have one current account for day-to-day banking requirements (the "**Current Account**") but may have several saving accounts.

Savings accounts will be reviewed from time to time to ensure that the Charity is receiving a reasonable level of interest.

At least two people (but ideally three or four) shall be authorised to operate the Current Account and each savings account. One shall be the Programme Manager and other, which shall be approved by the Treasurer, will usually be the staff member focused on finance. The most recent Authorisation List (see below) will set out who can operate each of OutdoorLads' accounts.

OutdoorLads will only keep its funds in cash or in current or savings accounts benefitting from FSCS protection. As such, OutdoorLads shall not invest its money in any other ways, e.g., money-market funds, investment funds, property, shares, bonds, derivatives, crypto currencies, precious metal or raw materials.

The charity holds a credit card account for the purpose of making purchases where this is the more convenient payment method. The treasurer, chair, programme manager and finance and admin assistant may additionally hold debit cards for the current account. No debit cards are held for the savings accounts.

7 Fundraising, Funding bids and Partnerships

Introduction

Receiving funds from or entering into partnerships with individuals or organisations come with risks for the Charity. Firstly, OutdoorLads' reputation could be damaged due to its association with certain individuals or organisations and, secondly, accepting restricted funds could come with conditions which may require additional uncovered time or financial commitments.

Policy

Member donations - Unrestricted donations from members are not subject to checks or approvals.

Fundraising (not from members) and Partnerships generally – When making decisions about applying for or accepting funds, the relevant decision makers, shall ensure the requirements set out further below (if any) are met and shall also consider the following:

- Whether an individual or organisation is fully supportive of OutdoorLads’ charitable aims.
- Possible reputational damage.

Fundraising - All fundraising and grant applications undertaken on behalf of OutdoorLads will be done in the name of the Charity.

The Charity may apply for and accept unrestricted grants subject to approval in writing (acceptable by e-mail) by two out of three of the Chair of the Board (the “**Chair**”), the Vice-Chair of the Board (the “**Vice-Chair**”) and the Treasurer.

The Charity may apply for and accept restricted grants subject to approval. If based on full recovery (i.e., no requirement for OutdoorLads to supplement with its own funds) two out of three of the Chair, the Vice-Chair and the Treasurer may approve up to £7,500. In the case of full recovery grants above £7,500, the approval of the Board is required.

Restricted grants will generally be based on recovery of the full cost of applying the funds. If the Charity is to subsidise the cost of applying the funds, this must be approved by the Board regardless of amount.

Contracts for services - Many charities receive income from contracts with, for instance, local authorities, to undertake outsourced work. The Charity may not tender for such contracts.

Partnerships with other Charities – Although such arrangements are expected to be rare, OutdoorLads may be the partner in a bid submitted with or by another charity only if this is consistent with the objectives of the Charity. The partnership arrangements must have the prior approval of the Board and must be documented.

Commercial partnerships - Commercial partnership can be a very useful source of income. They often come with certain conditions (e.g., the Charity featuring in promotional materials). In addition to the considerations set out above, it is therefore key to consider the time and money commitments such conditions may result in before entering into any partnerships. Prior approval must be given by two out of three of the Chair, the Vice-Chair and the Treasurer up to £7,500 and otherwise by the Board. A written agreement, and ideally a contract, must be in place for such an arrangement.

8 Receipts (income)

OutdoorLads will ensure that all the income to which it is entitled is received and that this is evidenced. If such income has been promised, a schedule of grant income with the method of payment will be maintained by the Programme Manager and reviewed every 3 months.

All cash monies received will be recorded promptly in the cash book and banked without delay. The Charity will maintain files of documentation to back this up.

9 Payments (expenditure)

The preferred method of payment is by bank transfer. The organisation does not hold a cheque book. A credit card is held to make payments where this is the most convenient method of payment.

10 Payment Procedures and Documentation

No payments will be authorised without documentation e.g., i) electronic or paper invoice or ii) email requesting claiming payment as long as it is clear what the Charity is paying for. The documentation (whether received electronically or in paper form) will be filed electronically (usually attached to the payment entry in Xero or replacement system) and kept for at least seven years.

Contracts with suppliers can only be set up in accordance with the Procurement Policy and must also follow the spending authority limits set out in this policy.

OutdoorLads prefers cashless payments at events. However, cash may still be needed for various reasons. Petty cash levels will be maintained on Xero or an alternative system. The Programme Manager will have overall responsibility for this float. Any excess over £2,000 (or lower, if the Programme Manager believes only a lower float is needed), shall be deposited as soon as possible.

Payments and transfers, related to correctly approved commitments, do not need to be authorised by a second person. However, the Programme Manager may decide run a system or full or partial second approvals.

11 Staff and Salaries

There will be a clear trail to show the authority and reason for payment. The appointed payroll company will handle payroll administration. They will provide records of transactions to OutdoorLads. All employees will be paid within the PAYE, National Insurance rules and pension rules. Salaries will be processed using BACS systems. The Programme Manager will sign off the monthly submission to the payroll company.

All staff appointments will be authorised by the Board. Salary increases which either i) follow the NJC Payscale or ii) changes to the grade of a member of staff which results in a salary increase of no more than 5%, can be approved by the Chair and the Trustee responsible for staff or, if there is no such Trustee, by the Chair and the Treasurer. All other salary changes are subject to Board approval.

Any contracts with freelance suppliers will be approved by the Treasurer and, if relevant the Trustee responsible for a particular area of spending. Freelance contracts will be subject to normal authorisation limits depending on whether the spending was set out in the latest Budget or not.

The confidentiality of employees' financial circumstances will be respected at all times.

12 Board expenses

When the Board is to meet in person, expenses for such items as travel, food and accommodation shall follow the rules and limits set out in the expenses policy.

The Board is permitted to, on occasion, to spend reasonable and proportionate levels of money on external training or consultants i) relevant to the Trustee role (such as charity governance training), ii) the efficient running of the Board and iii) governance in general.

13 Authorisation levels

As mentioned above, if an expenditure has been approved via the Budget process, authority levels are higher than when an expense falls outside the Budget.

The table below sets out who can commit OutdoorLads within various categories of spending. Please note that approval, if required, must be sought before committing OutdoorLads. Where approval in-principle has been sought (e.g., because a fixed price contract was not possible and therefore the final amount may not be known at the time OutdoorLads committed) approval for payments is also needed if above the thresholds set out in the table.

The table below sets out who can make decisions about expenditure approved in a current Budget or as per a current policy (and not who actually formally commit the Charity or makes the payments):

Expenditure commitments / payments	Staff	Trustee with special responsibility	Treasurer	Board
Leader expenses	Within policy only. Reasonable discretion limited to £150 given to Programme Manager if circumstances require	No authority.	Treasurer can be consulted but no formal involvement needed.	No involvement needed unless the policy needs reviewing or amending or an exception is required.
Board travel and accommodation	Within policy only.	Chair: Within policy only on behalf of the Board.	Within policy only on behalf of the Board.	Within policy only and only for own expenses. Otherwise, no involvement unless the policy needs reviewing or amending or an exception is required.
Leader Training	Allowed if in budget	Individual or connected commitments of up to £2,000 and only if as per Budget	Individual or connected commitments of up to £5,000 and only if as per Budget	All commitments whether within Budget or not.
Event Bookings	Within Budget up to £8,000	Treasurer: Within Budget and as per the events Plan up to £8,000.	Refer to box on the left.	All commitments whether within Budget or not.
IT (including software, hardware and contracts) / Website (all matters)	Individual or connected commitments within Budget up to £1,000.	Not applicable	If as per Budget, commitments of £5,000.	All commitments whether within Budget or not.
Equipment (non-IT)	Within Budget only.	No authority.	Within Budget and, if outside of Budget, up to £2,000 in aggregate per financial year.	All commitments whether within Budget or not.
Office Expenditure	Within Budget only.	No authority.	Within Budget and, if outside of Budget, up to £2,000 in aggregate per financial year.	All commitments whether within Budget or not.

Committee expenditure	Within committee budget, agreed by committee, and if deemed appropriate	No authority	No authority	All commitments whether within Budget or not.
All other expenditure	Individual or connected commitments within Budget up to £1,000.	No authority.	i) Individual or connected commitments as per Budget up to £5,000 and ii) non-Budget commitments of up to £1,000 in aggregate per financial year per category.	All commitments whether within Budget or not.

14 Fixed assets and inventory of capital items

OutdoorLads will set up and maintain a fixed assets register describing the asset, stating the date of purchase, purchase cost, and normal location of the asset (the “**Assets List**”). Only physical assets should be on the Assets List, e.g., the Charity’s website should not be listed. Also, only individual assets (rather than the combined cost of assets which are similar or identical) with an initial purchase price of at least £500 shall be on the Assets List. The list shall be maintained by the Programme Manager. Physical stock take shall be done at least once during each financial year with no more than 18 months between each stock take.

15 The Authorised Signatories List

The form of the List is attached to this policy. The Programme Manager, or delegate, shall keep the list up to date at all times.

16 Governance

The policy shall be reviewed by the Board at least every 2 years. Next review due February 2026.

Version control

Date version was finalised	Version no.	Main author	Key changes made (list key changes or note that no changes were made)	Date approved by the board
[tbd]	1	Niels Pedersen	N/A	[tbd]
27/2/2024	2	Liam Russell	Review and tidy up to reflect current process	27/2/2024
	3			
	4			
	5			
	6			

APPENDIX

The Authorised Signatories List

Virgin Money – Current Account	Signatories – Liam Russell, Rob Mitchell, Jake Higgins Admin signatory – Yvonne Goldsmith-Rybka
Aldermore - Savings	Liam Russell, Yvonne Goldsmith-Rybka, Jake Higgins,
Nationwide	Liam Russell, Rob Mitchell, Jake Higgins
Monmouthshire Building Society	Liam Russell, Rob Mitchell, Jake Higgins
Vernon Building Society	Liam Russell, Rob Mitchell, Jake Higgins, Yvonne Goldsmith-Rybka
Barclaycard	Liam Russell, Dan Brynes, Yvonne Goldsmith-Rybka, Steven Allan - cardholders Main account owner – Liam Russell