



SPCN Financial and Expenses Remuneration Policy and Procedures

Suffolk Parent Carer Network (SPCN)

In line with the powers of the organisation and stated within its constitution, the application of the income should be applied solely towards the aims and objectives of the organisation.

SPCN will hold their funds in an appropriate bank account, and two signatories will be used to make any payments online or otherwise. Signatories should not sign for payments to be made to themselves.

Financial controls or other procedures will be applied that govern the management of our finances. Financial controls will help the Management Board ensure that:

- Legal and other requirements are met in line with our constitution
- Our funds are safeguarded
- Everyone on our Management Board understands their roles and responsibilities in relation to finance

Financial controls

- The Management Board agree to maintain financial records and preparing reports (a report to each Management Board meeting and an annual report)
- The Management Board has delegated responsibilities for financial information to the Treasurer
- The Treasurer will provide financial planning budgets and monthly reports
- Alongside the Chair or with the Treasurer will be responsible for banking arrangements
- The Management Board will be responsible for determining the use of the funds of the organization
- There is delegated responsibility for the Chair and Treasurer to agree amounts up to £100 without the prior agreement of the Board when this is essential, but this must be reported back to the Board at the appropriate time
- The Treasurer will be responsible for paying for the work done on behalf of the organisation and the bills
- The Treasurer will be responsible for, alongside the other Management Board members, purchasing goods and services. Invoices and receipts must be provided.
- The Treasurer will hold an asset register that documents any goods over the cost of £100 that have been purchased on behalf of the Forum, which includes details of the make, model, cost, and who is "holding" or using the equipment.
- There are separate forms for expenses and remuneration and they need to be accompanied by a Parent Representative Feedback Form and/or copy of minutes of the meeting or whatever task has been performed on behalf of SPCN. Expense and remuneration will only be authorised by the Management

Board where feedback forms have been submitted in advance as per the agreed process.

- Representation of SPCN at meetings will be agreed in advance at the monthly Management Board meeting.
- A section of the monthly Management Board meeting will be allocated to agree and sign off expenditure.

Expenses/Remuneration

- Management Board members and parent representatives can request for any claim to be paid in vouchers (however a voucher may also be considered as “income” for purposes of benefits of income tax)
- Anyone making a claim is responsible for their own tax and insurance position, and is responsible for checking how any payment, either cash or voucher, may impact on their benefits, and/or tax.
- Expenses are out of pocket costs incurred for example mileage or purchase of stationery or biscuits for a meeting. Remuneration is the hourly rate paid for attendance at a meeting.
- All expense claims must be accompanied by receipts as appropriate e.g. public transport, refreshments for meetings etc.
- The expense and remuneration rates agreed by the SPCN Management Board meeting that can be claimed by members of SPCN when representing SPCN are as follows:
 - Mileage £0.45 per mile up to 10,000 miles and £0.25 per mile after that.
 - Hourly remuneration for representing SPCN at meetings that are approved by the management board = £10.50 per hour
 - When travelling to meetings travel time is not to be claimed at the hourly rate. The hourly rate is classed as earnings. It is the responsibility of individuals to declare their earnings where appropriate.

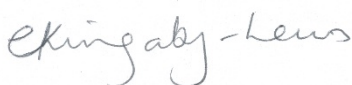
Monitoring and review

This policy is to be reviewed on an annual basis.

Date discussed at SPCN Management Board: 13th May 2020

Date Agreed by SPCN Management Board: 13th May 2020

Signed:



Clare Kingaby-Lewis
Co-Chair



Anne Humphrys
Co-Chair

Date policy will be reviewed: May 2021