

Schedule 1 Financial Management and Expenses

1. About this policy

- 1.1 This policy deals with claims for reimbursement of expenses, including travel, accommodation and hospitality.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Purpose

- 2.1 DHW CIC values its reputation as an open, fair and independent organisation operating as a social enterprise with a high standard of integrity and commitment to its aims and objectives. This reputation is dependent on the conduct of its Directors, Board members, Employee and volunteers (herein after collectively called Representatives) as they carry out their agreed duties and responsibilities.
- 2.2 This document sets out the policies and procedures relating to financial management and the payment of travel and subsistence expenses. This policy should also be read in conjunction with the Financial Management Policy.

3. Scope

- 3.1 This policy will apply to all employees, agents, volunteers, officers or anyone otherwise engaged as a representative of DHW CIC (Representatives).
- 3.2 All Representatives are expected to follow agreed financial management and expenses policy and procedures at all times. No changes to local financial procedures may be made without the approval of the Board of Directors.

4. Procedures - Financial Management

- 4.1 The Board of Directors shall monitor and authorise spending of the DHW CIC budget on behalf of DHW CIC, to ensure cost-effective implementation of the agreed Work Plan.
- 4.2 Representatives should only use DHW CIC monies and any assets for their intended and lawful purpose and strive to ensure value-for-money for DHW CIC.
- 4.3 Representatives should be aware that it is a serious criminal offence to corruptly receive or give any gift, loan, fee, reward or other advantage in return for doing (or not doing) anything or showing favour to any person or organisation. Representatives should be cautious when accepting hospitality, ensuring that it is appropriate and not lavish. They should also be careful that this could not be construed as a way of exerting improper influence over them. (See also the DHW CIC's policies on Bribery and Corruption)

- 4.4 If Representatives are aware of potentially corrupt or fraudulent activities by other Representatives they have a duty to report this to the Chair or senior manager of DHW CIC.
- 4.5 Representatives should not accept cash or personal gifts with a significant monetary value under any circumstances. Gifts of nominal value e.g. pens and similar items, can be accepted.
- 4.6 Where Representatives are offered gifts that are of a value of over fifteen pounds (£15.00) then they need to refer to the Conflict/Declaration of Interest Policy and bring it to the attention of the Chair or senior manager. In such circumstances, the recipient must advise how the gift has been utilised, and record details of the gift in the DHW CIC Register of Interests/Gifts.
- 4.7 DHW CIC budget and finance reports shall be provided monthly to the Board of Directors and an annual finance report shall be presented at the Annual General Meeting.

5. Travel and Subsistence Expenses

- 5.1 Individual expenses shall be paid only for activities authorised by DHW CIC and in accordance with best practice on payment of volunteer expenses so that costs should not be a barrier to participation.
- 5.2 Travel is currently payable at 45p/mile when a car is used, otherwise public transport rates apply unless special circumstances apply. Taxi use must be agreed and pre-booked via DHW CIC Office and used only where appropriate (e.g. when public transport is unavailable).
- 5.3 Representatives authorised to attend a full day event relating to the Work Plan of DHW CIC, where lunch is not provided, can claim subsistence allowances as follows: Lunch – up to £5.00; Dinner – up to £15.00 per person, payable against receipts.
- 5.4 Responsibilities to care for a child or an adult should not be a barrier to participation. Subject to prior approval being sought and available funding being available, carer and childcare costs can be reimbursed, on a case-by-case basis, to ensure parents and carers can attend meetings to carry out activities on behalf of DHW CIC.
- 5.5 Claims for expenses must be accompanied by relevant receipts, feedback report of meetings/events attended.
- 5.6 Travel and subsistence claims should be submitted by the 5th of each month (unless the 5th falls on a weekend/public holiday) in which case claims should be submitted by no later than the 7th of each month.

5.7 Expenses and subsistence allowances must be claimed on a monthly basis by using the appropriate expenses form. Forms can be requested from the DHW CIC office and will be authorised as follows.

5.8 Authorisation of expenses will be as follows:

- Volunteer expenses will be authorised by Employee or Chief Officer
- Staff expenses will be authorised by the Chief Operating Officer (or Chair in the Chief Officer's absence)
- The Chief Officer's expenses will be authorised by either the Chair or in their absence another member of the Board of Directors.
- Board of Directors' expenses will be authorised by DHW CIC Chair.
- DHW CIC Chair's expenses will be authorised by the Board of Directors' Finance Lead.

5.9 Requests for expenses not covered by this document should be made to the Directors' Finance Lead.

6. Procurement

6.1 DHW CIC's procurement procedure sets out the process for the tendering of services and ensuring value for money and transparency in its procurement processes.

6.2 The procedure sets out the principles which underpin all procurement exercises for external services and must be followed.

6.3 Financial values are contained within the Procurement Procedure and should not be breached.

6.4 Employees should ensure that the Procurement Policy is followed.

7. Review

7.1 This procedure will be reviewed in 12 months' time or in the light of changing needs of the service.

