

FINANCIAL REGULATIONS

Approved by REC August 2018 and Board November 2018

Next revision date: February 2020

2.1 FINANCIAL REGULATIONS

ORDERS

The Business and Finance Manager should be informed in advance of all orders for the purchase of all goods and services above £200 in value.

Orders for goods and services of any value may be approved by the Chief Executive and Business and Finance Manager providing the items are included in the current agreed operating plan and budget.

Orders for goods or services up to a value of £1,000 (excluding VAT) not included in the current agreed operating plan and budget may be placed by the Chief Executive or Business and Finance Manager.

Orders for goods or services under £3,000 may be approved by the Chief Executive. Orders between £3,000 and £10,000 may be approved by the Chief Executive following review of quotes from three potential suppliers.

above £10,000 should go out for tender and may only be approved with the agreement of the Chair (or Vice-Chair in the absence of the Chair).

INVOICES

Invoices must be passed for payment to the Chief Executive or the Business and Finance Manager providing the invoice is for the payment of an order raised as outlined above.

The authorisation of payment must not be made by the employee (including the Chief Executive and Business and Finance Manager) who passed the invoice for payment.

PETTY CASH

All expenses, where possible, should be paid via an ECC company credit card. Where necessary cash purchases may be made by any permanent employee up to a maximum transaction value of £50.

All purchases over £50 must be paid for by either the individuals ECC card or via the Business and Finance Manager's ECC card.

Staff travelling on business abroad must inform the Finance and Business Manager of the amount of cash (Sterling equivalent) that will be required for company use at least two weeks in advance of travel. The cash will be deposited in the bank account that their salary is paid into. The staff member is then responsible for purchasing the foreign currency necessary for the trip, and providing receipts for expenditure aboard wherever possible. After conversion of unspent currency back into Sterling any cash not required for company use will be recovered by deduction of salary from the month(s) following the trip.

CREDIT CARDS

All employees are issued with ECC company credit cards. These should be used for all allowable purchases (such as travel, hotel charges, expenses incurred in the discharge of responsibilities or "petty cash" purchases as above) providing those items are included in the current operating plan and budget. They may not be used for other items unless the expenditure is authorised in advance by the Chief Executive (Business and Finance Manager, in the Chief Executive's absence).

The credit card limits are agreed by the Remuneration and Employment Committee and are set at a level that reflects the expected level of use made by each member of staff over a six weekly period.

If, in an emergency, the limit needs to be extended, the Chief Executive, (Business and Finance Manager, in the Chief Executive's absence) may increase the limit by an additional £1,000 for a period of two months. Anything above this or for a longer period or a permanent change must be authorised by the Chair (or Vice Chair in the Chair's absence).

Credit cards must not be used for cash withdrawals.

BUSINESS EXPENSES

All employees, Board Members and others properly engaged on ECC business may claim reimbursement for any necessary and reasonable expenses incurred in connection with ECC business. Such claims should be made on the appropriate form and be supported by receipts. If a receipt for an amount cannot be provided a note from the employee should be appended to the claim form explaining why a receipt has not been provided and confirming that the expenditure has been incurred on ECC business.

Travel and subsistence rates will be agreed on an annual basis by the Remuneration and Employment Committee.

The current rates are as follows:

Subsistence

The daily subsistence rates only applies if you are away from either your home or your normal base.

If your time away is

- Under 6 six hours in length the rate is £9.00 per person in total
- Over 6 hours in length the rate is £20 per person in total
- If you require an overnight stay, the rate is £30 per person in total

Accommodation

When travelling on ECC business it is expected that claimants should obtain accommodation in a reasonable quality hotel, ECC defines 'reasonable quality' as being one of up to the equivalent of a 4-star UK standard.

ECC will meet the cost of room and breakfast, the following rates apply

Accommodation in London:

£165 bed and breakfast

£150 room only (plus £15 towards breakfast if not included in the rate)

Accommodation outside London:

£115 bed and breakfast

£100 room only (plus £15 towards breakfast if not included in the rate)

Mileage

Cars and Vans: 0.45p up to 10,000 miles claimed; 0.25p over 10,000 miles claimed;

Motor cycles: 0.24p;

Pedal cycles: 0.20p.

Members of staff are authorised to use their private cars on ECC business as long as they personally ensure that adequate insurance cover, including cover for the carriage of passengers and goods if appropriate is in place. Policies must specifically state that cover includes business use by the claimant.

BANK PAYMENTS

Bank payments (cheques or internet payments) shall be signed by any one of those authorised to do so by the Board. The current list of authorised signatures is:

Chair Julie Lloyd, Liverpool John Moores University

Vice Chair Graham Curling, Leeds Arts University

Chief Executive Nicholas Johnston