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blue triangle

Financial Regulations Policy 2023

February 2023

Our Mission Statement

“To empower people to thrive.”

Revision history

Rev No.	Rev. Date	Consultation Requirements	Lead Officer	Committee	Approved by COM	Review Due:
0			GH	Finance	12/12/13	
1	Jan 2017	Review & new template	GH	Finance	26/01/17	
2	May 2018	Review	GH	Finance	03/05/18	
3	July 2021	Review	GH	ARFR	22/07/21	
4	Sept 2021	Addition of Monies to 3.3	Service	GH	30/09/21	
5	February 23	Updated Policy	JL	FIA	30 th March 2023	March 26

Chairperson

Signed: 

Dated: 30th March 2023

Chief Executive Officer

Signed: 

Dated: 30th March 2023

The purpose of this policy is to set out Blue Triangle's (we/our) financial regulations and processes to ensure that Blue Triangle's finances are suitably managed and its assets are safeguarded.

The policy explains the financial regulations and processes that should be implemented to ensure financial controls are adequate to safeguard the assets of Blue Triangle.

Legal and regulatory standards

Regulatory standards: the Scottish Housing Regulator (SHR) (Governance and Financial Management)

Regulatory Standard 2

The RSL is open and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.

Regulatory Standard 3

The RSL manages its resources to ensure its financial well-being and economic effectiveness.

Regulatory standard 3.1

The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes. The RSL ensures security of assets, the proper use of public and private funds and access to sufficient liquidity at all times.

OSCR (Office of the Scottish Charity Regulator) The Targeted Regulation Framework

You must act in the interests of the charity (standard 1)

- ▲ You must do what is best for the charity and its beneficiaries, not what is best for you, your friends or family or your business interests
- ▲ You must put the needs of the charity before the needs of any other organisation that you are involved with, either in a personal way or professional capacity

You must act with care and diligence (standard 1.2)

- ▲ You have to protect your charity including its beneficiaries, assets and reputation. This means understanding and assessing potential risks to make sure decisions are as robust as possible
- ▲ You should have a clear, up to date picture of how the charity is doing financially, and the charity should have procedures in place to reduce any risks. All trustees should know what assets the charity has and understand any restrictions on how money is spent. The charity must keep clear financial records and share them with all the charity trustees

Budgetary Control

A budget is prepared annually by the Director of Finance and Corporate Services for submission to FIA Committee and thereafter is recommended to the COM/Board for approval.

Financial performance is reviewed monthly against budget and any corrective action taken as appropriate.

Collection of Accommodation and Support Charges

Blue Triangle's main revenue income derives from the collection of payments from Support funding from Social Work and Housing Benefit. These payments are made to cover accommodation and support costs of service users within Blue Triangle's services.

All collection procedures are reviewed regularly to ensure early recovery of outstanding sums; we also apply rigorous procedures to control debt to be written off.

Payments are processed timeously and credited to each service users account. Cheques received are recorded in the mail tracker, banked within two days of receipt.

Instructions for Control of Expenditure

We apply the following procedure to control expenditure. Wherever possible service expenditure should be appropriately authorised.

Day to day service running expenditure

Cleaning Materials and Stationery

One person at each service is designated as the person responsible for stores and that person must:

- ▲ Order items monthly via the online system which will then be authorised by the appropriate Central Support staff;
- ▲ Check and initial goods on receipt against their delivery note, and inform Central Support of any discrepancies;
- ▲ Keep stocks of goods under lock and key;
- ▲ Issue items for use as required.

Repairs and Renewals

- ▲ Emergency – The Service Manager must notify Central Support Maintenance Team who will instruct repairs or advise the Service Manager to proceed locally. In emergency cases,
- ▲ if the Maintenance Team cannot be notified, the Service Manager may take what immediate action is required;
- ▲ Other Repairs (outwith budget) – The Property Manager makes written application to the Director of Finance and Corporate Services for submission to the Finance, Investment and Audit (FIA) meeting; upon receipt of their approval, they instruct the work to proceed.

All Service Running Expenditure

- ▲ Purchase request should be sent from Service Manager/ Assistant Service Manager to the finance department using purchase request form (FN310);
- ▲ Regional Service Managers are not required to authorise expenditure below £1,000 at the request stage, however should monitor the monthly accounts and raise any variances with the respective Service Managers;
- ▲ Purchase requests should be submitted online to finance@bluetriangle.org.uk and must use electronic signatures;

Food

When food is provided for service users at a service, one member of staff is designated as the person responsible for food and will be responsible for issuing items from the store. This responsibility may require to be delegated on occasions.

Central Support Expenditure

- ▲ Goods are checked against invoice on receipt and the invoice initialled accordingly;
- ▲ Prices are checked by the person who ordered the goods and the invoice initialled accordingly;

- ▲ Bills for heating, lighting and telephone are checked and initialled by the finance department Staff for approval for payment;
- ▲ Approval of FIA and subsequent authority of the COM/Board is required for any unusual expenditure.

Salaries and Wages

- ▲ Applications for additional staff are made by the Chief Executive to FIA;
- ▲ Increases in salaries are considered by FIA and then passed for recommendation to the COM/Board if approved.

Service Expenditure

All invoices and purchase requests are saved electronically by Central Support. after being checked for the following:

- ▲ Invoice/Credit Note – Details Accurate
- ▲ Additions correct
- ▲ VAT Correct
- ▲ Purchase Ledger Code
- ▲ Nominal Ledger Code
- ▲ Initialled as authorised

Service Money

It is our policy to allow a fixed weekly sum to be paid to each service to be used for the benefit of the service users, to provide recreational activities to enhance the welfare of service users, in such a manner as deemed appropriate by the Service Manager.

The sums, which are set during the annual budget process, are paid to each service on or around the 15th day of each month into their bank accounts, based on the number of the service users in the service, and these sums are recorded in the service's books and records.

In addition to the monies paid each month, there is also an additional amount paid at Christmas, based on the number of service users in the service and outreach programmes, to facilitate the purchase of Christmas gift. This value is reviewed annually by the Head of Service Delivery and Director of Finance and Corporate Services.

Cheque signatories & BACS payments

All cheques issued by Central Support or Services require to be signed by appropriate signatories as outlined in the Scheme of Delegation. For cheques up to and including £1,000 they require one category A or B, for cheques up to and including £10,000 they require two category A signatories.

ROLE	CATEGORY
CEO	A
Director Of Finance and Corporate Services	A
Finance Manager	A
Head Of Development	A
Head Of Service Delivery	A
Head Of People	A
Service Managers	B

BACS payments are signed by the person who prepares the payment list. These are then checked by another member of the Finance Department and authorised by either the Finance Manager, Director of Finance and Corporate Services or Chief Executive.

Bank/Credit Cards, when issued, will have expenditure limits as set by Director of Finance and Corporate Services/Chief Executive.