Colyton Primary Academy Family and Friends Association (the "Association")
Registered Charity Number 1022325

Financial Control and Expense Policy

1. Introduction

This policy outlines the principles guiding financial control and expense management within the Association. It applies to all Members of the Association and is endorsed by the Committee. The policy will be reviewed to ensure it remains aligned with the Association's operational needs and volunteer activities.

2. Scope of applicability

This policy applies to all Trustees and Committee members responsible for managing the Association and to all Members entitled to reimbursement for legitimate, out-of-pocket expenses incurred while supporting the charity's objectives.

3. Bank account management

- The bank mandate will require two signatures from a pool of three to four designated signatories.
- The Treasurer is responsible for operating the bank account and managing online banking passwords.
- All online banking payments must be authorised according to the agreed procedures.

4. Use of bank cards

- Bank cards are the property of the Association and must be returned if the cardholder steps down from the Committee.
- Only authorised signatories may hold and use bank cards.
- Receipts for purchases must be submitted to the Treasurer for reconciliation with bank statements within 30 working days.
- Bank cards must never be used to withdraw cash.
- All spending using bank cards must be carried out in line with this policy.

5. Online banking protocols

- Online banking credentials must be stored securely and known only to the individual to whom they are issued.
- If credentials are issued to the Association rather than an individual, only current authorised signatories may access them.
- For single-authorisation accounts, all payments require prior Committee approval.
- For dual-authorisation accounts, one signatory initiates the payment and another must authorise it; Committee approval is still required.
- Former signatories must be removed promptly and their online access revoked.

6. Expense reimbursement

Trustees may claim reasonable expenses incurred while fulfilling their duties. All expense claims must:

- Be pre-approved by two Committee members, neither of whom may be the claimant.

- Include receipts for all expenses.
- Be submitted within 30 days of the expense date with a completed Expenses Claim Form.

Allowable expenses are:

- Administrative costs incurred in the day to day running of the charity (e.g. printing, renewal of council licences etc).
- Telephone calls and travel costs to the extent explained in the explanatory notes.
- Purchasing refreshments, prizes and materials for sale or use at fundraising events (wherever possible these purchases should be made by a Committee member using a bank card linked to the Association's bank account).

7. Purchases

Members of the Association are entitled to be reimbursed for purchases made for the Association. Purchases at or below £100 must be approved by two Trustee's.

Purchases above £100 must be pre-approved by the Committee as an agreed spending of funds (e.g. through a vote at a meeting or via email).

Any Member who has not received pre-approval for a purchase is not guaranteed reimbursement.

Receipts must be provided for all purchases.

No members of the PTA are authorised to open credit accounts with any business.

8. Allocating funds to the School

The purpose of the Association is to advance the education of the pupils at Colyton Primary Academy (the "**School**").

The Association retains absolute legal responsibility for deciding how its charity funds are spent.

Donations or grants made directly to the School must be approved in advance as follows:

Value	**Approval Required**
Up to £100	Any 2 Committee members (this can be via social media messaging e.g. WhatsApp Facebook Messenger)
£100 - £500	A majority of Committee members (this can be via social media messaging)
Over £500	Approved and minuted at a Committee meeting

The Association may request a formal receipt or invoice from the School showing how the transferred funds were utilised.

9. Waived expenses and Gifts in Kind

Members who choose not to claim expenses or purchase reimbursements create accounting challenges. Unclaimed items cannot be recorded as charitable donations or used to reflect the charity's true operating costs. These waived amounts are classified as ‘Gifts in Kind’ and are not eligible for Gift Aid claims.

10. Floats and Counting Cash

The Treasurer shall be responsible for providing floats for use at events and shall agree with the Chair or Deputy Chair the number and value of floats required for each event.

Cash donations received at events should be counted prior to leaving an event or within 48 hours and a record should be kept of how much was counted. Two people, including a Committee member, should count the takings.

All cash must be stored in a locked safe/tin and deposited in the Association’s bank account as soon as possible. Cash receipts must never be used to pay for expenses directly; all cash must be banked intact, and expenses paid out in line with this policy.

11. Card machines and cashless payments

- **Device Ownership & Management:** All physical card readers (e.g., SumUp, Square or Zettle) must be registered under the Association’s official email address and linked directly to the Association’s bank account. Only Committee members may download any cashless payment app on their phone and their access must be restricted to prevent changes being made to the bank account payments are received by.

- **Access Control:** Logins to the card reader app or dashboard must be restricted. Only the Treasurer and designated Committee members may hold admin rights.

- **Event Procedures (Attended Devices):**

    - Card machines must not be left unattended at stalls or events.
    - Volunteers operating the devices must be briefed on how to use them.
    - Card machines and app-enabled smartphones should ideally be used on secure, password-protected networks or verified School wifi networks, rather than open, unsecured public wifi networks or hotspots.
    - Total funds raised should be reported to the Treasurer within 48 hours.

- **Data Security & Privacy:** The Association will comply with all Fundraising Regulator and data protection guidelines. Card readers must strictly be used via secure, encrypted networks, and volunteers must never write down or manually log a donor’s personal card details.

- **Transaction Fees:** The Treasurer will factor card reader processing fees (typically 1.6% to 2.5%) into the financial reporting so that net profits are transparently tracked.

- QR codes: All donation or payment QR codes must be generated by the Treasurer or authorised admin. Printed QR codes displayed at events or at school or other public places must be checked regularly by a Committee member to ensure they

have not been covered, modified or replaced with a fraudulent code. When distributing QR codes via school newsletters, emails or official social media channels, the link must point strictly to the verified Association payment domain. Volunteers must never distribute payment links via personal social media profiles.

12. Policy review

This policy will be reviewed periodically by the Association's Committee to ensure it continues to support both the organisation and its volunteers effectively.

13. Explanatory Notes

- Telephone Calls - No reimbursement will be made for telephone calls that have incurred no actual cost as they are covered by a contract which includes an allocation of 'free' calls.
- Travel Expenses - Public transport should be used where possible, and if travel is by private vehicle then a mileage allowance will be paid as agreed by the committee in line with guidance provided by HMRC, providing the vehicle used has a valid certificate of Insurance, a valid MOT certificate and road tax (if required).
- Mileage will be calculated from the normal place of Charity work (Colyton Primary Academy, 1 School Lane, Colyton, Devon EX24 6NT) will be reimbursed according to HMRC's mileage rates that apply at that time (see footnote)
- Parking costs incurred when on Charity business away from the normal place of Charity work are eligible for reimbursement

Note: For mileage rate calculation - https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances

Signatures

Approved and adopted by the Committee of Colyton Primary Academy Family and Friends Association on 30 September 2026.