



Document Control

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1.0 POLICY:

Sunbeam House Services (SHS) money management policy is written with regard to setting out the best practice in dealing with company's monies and property.

2.0 SCOPE:

This Policy applies to all staff employed by Sunbeam House Services , Its Board and Agents.

3.0 ROLES & RESPONSIBILITIES:

All staff working in SHS are responsible for complying with this policy. It is responsibility of the Senior Management Team to ensure that this policy is enforced.

Correct procedures must be followed so as to demonstrate accountability by staff and the organisation. Internal and external audits of client records and money will be carried out as part of best practice.

4.0 General purpose:

The purpose of this is to ensure the control of and accountability for monies administered on behalf of the Company and to protect the Company and staff member(s) acting on behalf of the Company. This policy must be read in conjunction with other policies including Credit Purchases Policy, Cars/Vehicles used by Staff Policy, Capital Expenditure Authorisation Policy, Client Payment Policy and other relevant policies.

5.0 General Requirements

- a. An accurate and up-to-date record must be kept of all transactions entered into and monies spent on behalf of Company. These records must be maintained in the format specified by the Policy.
- b. All monies spent on behalf of the Company must be used for the purpose for which they were intended and receipts must be obtained and returned to the Company.

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- c. Receipts must be obtained and signed by the staff member acting on behalf of the Company. The receipt(s) must be dated, state clearly the amount actually spent, and include details of what was purchased. Where any of these items are unclear, a written explanation must be given by the staff member.
- d. Monies spent by staff may not be reimbursed to them without presentation of appropriate receipts.
- e. Where monies are spent and a receipt is not available, it is the responsibility of the staff member involved to write a note of explanation in lieu of a receipt, this note must be signed and approved by the Client Services Manager. Management may, at their discretion, refuse to reimburse expenditure where a receipt is missing, tampered with or amended in any manner. Management may seek a return of money in the above situation where staff have already been reimbursed.
- f. Any monies collected or received on behalf of the Company, including donations, rent and other client contributions (see the appropriate guideline) must be handed in to Central Accounts immediately and not used for any other purpose.
- g. The minimum amount of cash must be maintained on Company premises at all times. Staff carrying cash or handling cash to/from Central Accounts must organise the transaction in a reasonable manner so as to minimise the risks involved.
- h. Fraudulent or illegal transaction will not be eligible for reimbursement. Fines and penalties incurred by staff may not be reimbursed.

6.0 Staff Meals

In order to ensure fairness and to manage budget constraints, there is a maximum expenditure that can be reimbursed/approved by Client Services Manager in relation to staff meals. This is reviewed on a regular basis and there is no right to have the cost of any meals reimbursed. Please refer to the limits as set out in Memorandum Form by the Accounts Department. Please note that these are maximum levels of reimbursable expenditure/approval, and **not an entitlement**. All expenditure must be properly receipted and approved by the Client Services Manager / Senior Services Manager as appropriate.

Client Services Manager and Staff are reminded that:-

- a. While Client Services Managers do have discretion, staff meals-out must be the exception and not the norm.
- b. Frequent expenditure on staff meals-out will be investigated.

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- c. Client Services Managers must operate within their budget.
- d. All Staff must exercise good judgement in the expenditure of company monies.
- e. Staff meals paid out of petty cash must be kept to an absolute minimum.
- f. Where clients are being facilitated/escorted to lunch or dine-out, or with a takeaway, there is not an automatic entitlement to staff to the same meal. Clients generally pay for their own meals/take-away.
- g. Where petty cash is used, the petty cash return and receipt must clearly state the separate cost of the staff and/or the client element of the meal, and the names of staff involved. Expenditure on staff meals must not be disguised or hidden with other expenditure.
- h. In some instances, a location may be directed not to pay any staff food/meals from petty cash.
- i. Under no circumstances can a staff meal be 'delivered' to the unit and paid for out of Company money/petty cash.
- j. Where staff fails to provide a valid receipt for a meal, then no reimbursement will be made.

7.0 Donations

Monies received as a donation must be handed into Central Accounts. If it is the wish of the donor, any donations will be used for a specific purpose. The Client Services Manager is responsible for ensuring that a letter of thanks is sent to all individuals or organisations who donate money or items. Where appropriate, the use to which that money will be put will be stated.

8.0 Petty Cash and other money used at locations

The General Requirements section above applies to control of petty and other cash transactions carried out in every location/area.

- a. Cash received from clients for rent etc. must be recorded in the appropriate record book and kept under lock and key for the attention of the Client Services Manager, for onward transmission to the Accounts Department. Where possible, rent should be transferred from a client's bank account in the form of a standing order to the SHS bank account. The Accounts Department must be notified of this beforehand.
- b. At no time is cash or cash boxes (or cash box keys) to be left unattended, passed to clients, passed to individuals not on staff or to staff who do not work in the particular location. Cash and cash boxes must be kept under lock and key when not under the supervision of the staff responsible.
- c. It is the responsibility of the Client Services Manager to ensure completion of the petty cash form, to review the form and supporting receipts and forward the completed package to Central Accounts each month, or each week as the case may be.

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- d. Client Services Managers must sign the Petty Cash Form.

- e. Petty Cash can only be used for purchases of less than €40. The only expense not subject to this limit are food grocery purchases for the location.

9.0 Advance Cheques

The General Requirements section above applies to advance cheques issued to staff.

Where an advance cheque is issued to a staff member, it is his/her responsibility to return appropriate receipts directly to Central Accounts within 14 days of issue of the advance cheque. SHS operates certain limits on the number of advances to a location. Please contact the Accounts Department for further information.

Where staff fail to return receipts within 14 days, the Client Services Manager has a maximum of another 14 days to submit receipts.

10.0 Credit Card Transactions

Please refer to the credit card policy.

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