



Office Procedures Policy & Procedures for Managing Money

February 2024

RECORDING AND DOCUMENTATION

1 Introduction

There are several reasons why it is necessary to record the activities of the Youth Club:

- 1.1 To provide measurable evidence of activities
- 1.2 To ensure that activities are effectively monitored and evaluated
- 1.3 To protect workers and organisation from legal action or in the event of legal action
- 1.4 For health and safety reasons
- 1.5 To inform and support funding applications
- 1.6 To keep colleagues and managers informed
- 1.7 To ensure staff are accountable to their employer and the residents of Henley
- 1.8 To ensure that the club progresses and develops

2 When is recording necessary?

Records must be kept in the following circumstances:-

2.1 Centre or group membership

YOUTH CENTRE OR GROUP MEMBERSHIP FORM

MEMBERS' ATTENDANCE REGISTER

2.2 Centre or group attendance

CENTRE ATTENDANCE & MEMBERSHIP SUMMARY

2.3 When planning long-term programmes of work

ANNUAL PLANNING FORM

2.4 When planning a project with young people

PROJECT PLANNING FORM

2.5 When evaluating a session of work or a project with young people

Sessions: SESSION REVIEW FORM INCLUDING YOUNG PEOPLE'S EVALUATION

2.6 When planning residentials and external activities

RISK ASSESSMENT FORM (if required) (*)

RESIDENTIAL/ACTIVITY NOTIFICATION, CONSENT AND MEDICAL FORM

RESIDENTIAL/ACTIVITY DETAILS OF PARTICIPANTS FORM (*)

2.7 Income and expenditure on behalf of a youth centre or project will be recorded in accordance with the finance section below.

2.8 If an incident or situation occurs that is a cause for concern, including

Accidents and Child Protection matters

ACCIDENT/INCIDENT REPORT FORM

INTER-AGENCY CHILD PROTECTION REFERRAL FORM

2.9 Staff meetings and internal meetings

Staff meetings: MINUTES

2.10 Supervision meetings

SUPERVISION FORM

2.11 External meetings

A written note of all meetings with external agencies should be kept.

The chairman or his/her nominated Trustee representative will review and sign off every form.

Documents should be kept for:-

- Membership forms (12 months)
- Registers (a term)
- Summary of attendance (3 years)
- Session plans/ evaluation forms (3 years)
- Incident/ accident forms (5 years)

3. Providing statistics

The following will be recorded::

Total numbers of young people who have attended club and/or events. Also total number of sessions and events and total attending each event.

4. Equal Opportunities monitoring

The following records will be kept in relation to young people using the service, using the

Membership/registration form:

4.1 Gender

4.2 Ethnic origin

4.3 Language of choice

4.4 Disability/health issues

4.5 Geographical location

5. Administrative/financial records

The following administrative records need to be completed by all staff:

5.1 Staff Attendance and salary claim records by signing the signing in book recording time in and out certified by Chairman or his/her nominated Trustee representative/ Trust Administrator.

5.2 Travel claims authorised by Senior Youth Leader or Chairman or his/her Trustee representative

5.3 All staff should sign in and sign out on the computerised management system.

PROCEDURES FOR MANAGING MONEY

6. Bank Accounts

The Hub currently has two bank accounts, both with Barclays:

Current Account:

The Hub at Henley Community Centre CIO: 20-48-08 13645835

Deposit Account:

The Hub at Henley Community Centre CIO Business Premium: 20-48-08 43091414

(Both accounts are accessed on-line, all payments are made electronically.)

The authorised Signatories are:

- The Chairman (or his/her nominated trustee representative)
- Treasurer
- Secretary

Normally the Treasurer will initiate each payment and one of the others above must authorise it.

All transactions are recorded in QuickBooks on-line, those above have access to this software but it is the Treasurer's responsibility to keep all accounting records up to date. Each transaction is allocated to the appropriate activity so that a detailed income & expenditure statement can be produced.

The Treasurer reconciles each account with the bank statement when the latter becomes available.

The Trust Administrator records the cash in the daily cash tins kept in the safe and pays this into the bank at regular intervals (normally weekly). A paying in document is sent to the Treasurer and a copy kept on file so that the cash can be correctly allocated in the accounts software.

Payments taken by card appear on the bank statement via Zettle™ card payment system so that the Treasurer can allocate these accordingly.

Expense forms with receipts should be filed in the Treasurer's draw in the office.

7. This policy will be reviewed in February 2027