

## **Cork County PPN Financial Governance, Controls and Systems**

### **Introduction**

This document sets out the financial procedures used in Cork County PPN to ensure robust financial controls.

This document is in line with best practice for small not-for-profit companies and is partly based on the guidelines produced by the Charities Regulator under section 14 (1) (i) of the Charities Act 2009.

The overall aims of this policy are as follows:

- Define clear roles and responsibilities
- Set clear limits of authority
- Safeguard assets
- Administer the organisation's financial affairs in a way that proactively identifies and manages risk
- Help prevent and detect potential fraudulent activity
- Monitor and act upon financial reporting, by ensuring that proper books of account are maintained so that timely and relevant financial information can be obtained.

### **Annual Budget**

The Secretariat will draw up an annual budget to deliver its annual work plan within available resources. This is subject to ratification or amendment by the Plenary. The annual budget will guide expenditure through the year and may be subject to change in light of developments over time. All changes must be sanctioned by the Secretariat and reported to the Plenary.

### **Finance Sub Committee**

For the implementation of this Policy, the Secretariat shall appoint a Financial Sub Committee made up of 3 members of the Secretariat. This subcommittee shall meet as required to consider and approve expenditure under this Policy. Meetings may be in person or online. The Subcommittee shall be made up of 3 members of the Secretariat, each serving 18 months, with a rolling turnover of members so that one member is replaced each 6 months to ensure continuity and transfer of learning. Decisions on approval may be taken by a simple majority and the quorum shall be 2 members. Decisions will be minuted and a report of these given at each Secretariat meeting.

### **Income**

The PPN receives its core funding from government. It may from time to time seek funding from other sources besides its core government funding, providing this is agreed by the Secretariat and submitted for approval at Plenary.

### **Maintenance of accounts**

The Resource Worker and Support Worker will together ensure accurate keeping of PPN accounts detailing all income and expenditure and will liaise with the County Council to ensure that there is a shared understanding of the PPN's financial position.

The Resource Worker will provide a monthly report to the Secretariat providing details of balance, income, and expenditure, circulated in advance. They will also maintain a cash flow projection that forecasts when income will arrive in and leave the PPN account. A financial report will also be made annually to the Plenary.

### **Expenditure**

All PPN expenditure must be:

- authorised in the appropriate manner (see below) and represent a valid expense of the PPN (refer to Departmental Guidance on what constitutes a valid expense);
- for goods or services that have been ordered and have actually been received, or for which an ongoing contract to supply is in place;
- paid from funds within approved budget limits, where these are set or with specific agreement of the Secretariat;
- supported by sufficient documentation to verify the expenditure, accurately recorded in the company's accounting system;

### **PPN Secretariat Authorisation of Expenditure**

All items of expenditure for payment must be supported by an invoice for goods or services or receipts for valid expenses incurred accompanied by a completed expense form.

All items of expenditure are to be allocated to the correct budget heading or code prior to payment.

In compliance with government requirements, the following procedures will apply at the thresholds set out overleaf:

Value	Type of Contract	Procedure
Quotations (limited to firms selected by the buyer on behalf of PPN)		
Less than €500	Supplies/ services	Authorised by Resource Worker
Between €500 and €5,000	Supplies/ services	Invite at least 3 verbal quotes
Between €5,000 and €25,000	Supplies/ services	Invite at least 3 written quotations with brief specification
Tenders (for the award of contracts)		
Between €25,000 and €144,000	Supplies. Services	eTenders using NON-OJEU notice. Use OPEN procedure per Circular 10/14)

Purchases / expenditure may not be approved where there are insufficient funds available to meet the costs involved.

### **Personally Incurred Expenses**

Secretariat Members who incur expenses in the pursuit of their duties must complete a signed expenses form detailing the nature of the duties, the date they were incurred, details of the expenses incurred, and the budget code they should be allocated to. They should be accompanied by receipts. (Note: While staff expenses are handled through internal Council procedures, these need to be entered into the PPN accounts and monthly financial report.)

All expenses must be authorized for payment in advance by the Resource Worker and Secretariat Finance Sub-Committee and reported in the monthly financial report to the Secretariat.

### **Financial management**

Financial accounting for the PPN will be conducted by Cork County Council as set out in the Memorandum of Understanding.

### **Reviewing and Updating this Policy**

This policy should be regularly reviewed by the Secretariat to ensure it is appropriate, workable, and in line with good practice and the legal and fiduciary duties of the Secretariat. At the very least it should be reviewed each year after the Annual Accounts have been submitted and any proposed amendments duly agreed by the Plenary.

Finance Standing Orders Working Group

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