



OVERSEAS FELLOWSHIP OF NIGERIAN CHRISTIANS (OFNC)
CHARITY No: 1126774

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Financial Policy /Expenses Manual

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1 SCOPE

- 1.1 This manual is intended for use by members of OFNC authorising or processing payments to other members. It sets out the procedure for processing and authorising payments. It also sets out the guiding principles for OFNC financial activities. Any claims made outside of this manual should be referred to the National Chairman or National Executive Council (NEC) as the case may be.
- 1.2 When the manual states that receipts are required these should, wherever possible, be valid VAT receipts.

2 GENERAL

- 2.1 The financial responsibility of the Fellowship is to be a wise steward of the resources that God has entrusted into her hands. The fellowship in its financial activities will be accountable to God, the General assembly and relevant regulatory authorities in the land.
- 2.2 The Fellowship's fiscal year shall begin on 1st January and conclude 31st December. When and where necessary, the OFNC constitution will be consulted by officers in discharge of their duties
- 2.3 If a financial conflict arises, the instruction in Matthew 18 should be followed as a guiding principle and if necessary, help can be sought from National Council for Voluntary Organisations (NCVO) or similar organisations
- 2.4 Travelling and subsistence expenses incurred on business journeys and other expenses which are "wholly, exclusively and necessarily incurred in the performance of a member's duties" will not be liable to tax or national insurance. If you have any queries about authorising or claiming items of expenditure incurred on business trips please contact the National Financial Secretary for advice but in all cases, members should endeavour to exercise the same care in incurring expenses as if travelling for personal reasons.
- 2.5 Expenses should only be authorised if expenditure has actually been incurred. Whenever possible, this will be evidenced by a receipt (unless stated otherwise elsewhere within this manual).
- 2.6 Whenever possible, any single expense greater than £500 must be supported by a minimum of quotes from two different vendors or service providers.
- 2.7 OFNC requires members to complete claims for expenditure incurred on their debit/credit cards. The claim should be supported by receipts (not just credit card flimsies or invoice) and should show the same detail as if it were a normal claim

3 EXPENSE CLAIM FORM

- 3.1 If expenses are incurred, claims form(s) should be completed at least on a monthly basis. OFNC will not reimburse claims if the claim is submitted more than three months after the expense is incurred. Also, claims will not be reimbursed if a claims form is submitted more than three months after authorisation. Claim forms are available on the [OFNC web page](#).
- 3.2 Details must be shown on the expense claim form in accordance with this manual.
- 3.3 The form must be signed by the claimant before authorisation.
- 3.4 The claim(s) form must be certified by an authorised signatory prior to payment being made
- 3.5 The claim(s) form must be approved by an authorised signatory prior to payment being made.

4 PAYMENT

- 4.1 All claims should be submitted to the Branch Financial Secretary or National Financial Secretary if a national officer or individual assigned to carry out specific tasks for OFNC National (the national body) and will be paid by cheque or BAC only.
- 4.2 Whenever possible, payments should be made by BAC and cheque only if absolutely necessary. Therefore, claimant should provide correct bank details of the account where they would like to receive reimbursement of expenses being claimed.

Please note: *Unless it is absolutely unavoidable, under no condition should payment be made to a vendor or claimant by cash*

5 AUTHORISATION PROCEDURES

- 5.1 The authoriser should ensure that a claimant has provided sufficient information to establish that all expenses were incurred on OFNC business activities. Expense claims should normally be authorised by an Area Secretary/ National Chairman or any other officer, who must be a signatory to the account. However, in exceptional circumstances, the second authoriser may not be a signatory, but he/she has to be a BEC/NEC member.
- 5.2 An authorising officer must be a BEC/ NEC member.
- 5.3 An authorising officer would be expected to reject any claim if a receipt is not provided unless there are specific and justifiable reasons why one has not been obtained, for example, certain parking meters or claims on mileage.

- 5.4 If a receipt has been lost, full details should be disclosed on the expense claim.
- 5.5 BAC payments shall follow the same procedure of authorisation as with cheque payments
- 5.6 In situations where payment is demanded/required and authorised signatories are not physically present in the same location, the following process should be followed:
- a. The claimant should fill the claims form providing as much information as possible, sign it and send it together with ALL supporting documents to the Branch or National Financial Secretary
 - b. The Financial Secretary shall then send an e-mail to the Area Secretary (Branch transactions) or National Chairman (NEC transactions) certifying the expense(s) okay for payment and thereby request approval by the Area Secretary or National Chairman to pay the claimant
 - c. The Area Secretary or National Chairman shall then send an e-mail to the Financial Secretary confirming approval to pay the claimant
 - d. The Financial Secretary shall then process a BAC transfer into the account provided by the claimant
- 5.7 BAC payments can only be made when
- a. The claimant has filled a claims form and sent ALL original documents with the claims form to the Financial Secretary
 - b. The Financial Secretary has certified the claims okay for payment
 - c. The authorising officer has given an approval to make the bank transfer
- 5.8 When claims are approved by e-mail, the authorising officer MUST state the amount approved for payment

6 OVERNIGHT ACCOMMODATION

- 6.1 The authoriser should check that:
- a. It was necessary for the official to stay overnight given the distance travelled and the time that the journey commenced or finished.
 - b. The standard of accommodation chosen was reasonable in relation to business needs and the official's circumstances.

- 6.2 Unlike other claims, overnight accommodation must be authorised by the National chairman before any payment is made.

7 MEALS (OTHER THAN ENTERTAINING)

- 7.1 If a member is away from home on OFNC business journey, the guideline rates for subsistence expenses on production of receipts are detailed below. Members will not be reimbursed for tips and service charges on business meals.

Lunch	£5.50
Dinner	£12.00

8 ENTERTAINING

General

- 8.1 This section of the manual sets out the OFNC's policy in relation to entertaining expenses incurred in OFNC business. This may include payment for refreshment, meals etc during a student welcome party, or entertaining a special visitor at an OFNC meeting

Business entertaining

- 8.2 Entertaining expenses can only be described as "business" entertaining if they have genuinely been incurred wholly for the furtherance of the OFNC objectives. Business entertaining will generally include hospitality of any kind and also expenditure on gifts.
- 8.3 In accordance with the above, necessary business entertaining costs must be supported by proof of payment, i.e invoices and/or VAT receipts.

The following information must be shown on the expense claim form or invoice

- The name(s) of the attendees
- The organisation which they represent; and
- The purpose of the entertaining

9 TRAVEL

- 9.1 The authoriser must be satisfied that the journey is business related and that there is no application for reimbursement of any private element of the journey
- 9.2 Persons travelling overseas on OFNC business should notify National Financial Secretary in advance to ensure the necessary travel insurance is in place.
- 9.3 The claimant should provide full details of the dates of travel, the destination and purpose of each visit.
- 9.4 The claimant should provide a travel ticket(s) showing the route travelled, in addition to the receipt for purchase of ticket.

10 BUSINESS MILEAGE (PRIVATE CARS)

- 10.1 Officials who use their own cars for OFNC business journeys may claim mileage allowances in accordance with the OFNC's private car mileage rates, below.

Standard Mileage Rate: 35p per mile

When making a claim, full details should be included i.e. the starting point, all destinations, the finishing point and the purpose for each journey.

- 10.2 Officials should consider travelling by public transport where it is cheaper to do so.
- 10.3 For journeys involving 2 or more people departing from the same location or branch, members should consider travelling in one car or hire a car, especially for journeys above 100 miles.
- 10.4 The official must ensure that his/her car is road worthy. OFNC may check insurance policies and driving licences annually to ensure drivers are correctly insured and qualified to drive.

Note: 9 and 10 – Members are reminded that holding a mobile phone whilst driving is now an offence in the UK and that appropriate hands free phones should be used when driving if you definitely have to answer a call while driving.

11 TELEPHONE BILLS

- 11.1 Officers who use their home or mobile telephones for OFNC business(es) are entitled to reclaim the costs of business calls. Relevant receipts must be

provided. You will usually be expected to provide such details as telephone numbers, duration, purpose and amount/cost.

12 USE OF OFNC ASSETS

12.1 If OFNC provides assets or equipment to a member for private use the following information must be supplied to the National Financial Secretary:

- a. Name of officer in charge
- b. Description of asset
- c. Period of use.

The period of assessment is January 1st to 31st of December. In such circumstances the user will be liable for any loss or damage and all such equipment must be covered by the individual's home contents insurance policy.

13 GRANTS AND OTHER EXTERNAL FUNDING

13.1 General

This section affects projects externally financed/funded by other charities or UK Funding Councils

13.2 Project grant or contract applications

Any application for a grant, whether an outline or full proposal, must be fully costed and approved by the Area Secretary of the branch and then forwarded to the National Chairman/National Financial Secretary for final approval prior to submission. It is the responsibility of the Area Secretary to ensure that any implications for the branch, such as space and use of branch facilities have been taken into account. The project coordinator is responsible for ensuring that every formal application for grant is examined for financial accuracy in accordance with OFNC vision.

13.3 Initial Application

At an early stage in the negotiation of a new grant, advice should be sought by the project coordinator from the Area secretary about the costing and pricing of proposals. Any office accommodation and/or other space requirements, manpower, etc must be discussed with the area secretary or National Chairman. This must be done before any indications of costing are released to prospective sponsors.

Funding should only be negotiated with the prior approval of the Area Secretary/National Chairman. If the Area Secretary/National Chairman should choose to withhold approval, the prospective proposer has the right of appeal to the NEC.

13.4 Acceptance of Grants

Copies of all contracts, agreements, budgets, proposals or other documents relating to the conduct or financing of project must be sent to the NEC prior to negotiation or variation of terms.

13.5 Final Reports for project

It is the responsibility of the project coordinator and their area secretary to ensure that final reports are delivered to the grant awarder on time. Late delivery can result in the final payment being disallowed. Any resulting financial loss due to late project delivery will be charged to the appropriate branch.

13.6 Grant Payments

All payments from grants should be in accordance with the sponsor's terms and conditions. The OFNC standard rates, stated in this manual, for reimbursement of travel and subsistence expenses should be used, unless stipulated otherwise for a particular grant or contract.

13.7 Overspending on Research Grants

It is the responsibility of the project coordinator and Area Secretary to ensure that expenditure is kept within the limits of the grant awarded. Any overspending which can not be recovered from the grant awarding body will be charged to the appropriate branch.

14 BUDGETING

14.1 Financial Planning

The National Chairman and National Financial Secretary have a responsibility to provide the NEC with a rolling 2 year financial plan. Financial plans and forecasts must be consistent with the OFNCs Strategic Plan approved by NEC.

14.2 The Budget Setting Process

The Financial Secretary, in an annual paper, sets the parameters for the budget setting process. These are ratified by the BEC and recommended for adoption by NEC.

After consultation between financial secretary and area secretary, budgets are presented to BEC in order that any corrective action required can be identified and initiated. The final operating budget is then sent to NEC for approval.

14.3 Budgetary Control

The control of income and expenditure, within an agreed budget, is the responsibility of the financial secretary and area secretary. There should be no planned variations from agreed budgetary targets without prior approval from the BEC except in exceptional cases. Any significant variations should be reported immediately to the National Financial Secretary and if necessary any corrective action taken. National chairman and National Financial Secretary shall have the right of access to information and explanation from any member with budgetary responsibilities on all financial matters at all times.

15 RECORD KEEPING

The Treasurers, Financial secretaries and Area Secretaries must ensure that files are retained for all income including grants. These files must contain documents /evidence, to support all claims and expenditure. Invoices and expenses records must be retained for a six year period

16 WOMEN AND MEN'S FELLOWSHIP FINANCES

In every branch where there is a women or men's fellowship, their budget and finances should be incorporated into the branch's finances. This also applies at the National level. In the same light therefore the BEC should be involved in approving all Women and Men Fellowship budgets and finances.

17 CHARITY SUPPORT BY BRANCHES AND SUBGROUPS

Generally, the fellowship shall provide all forms of support within its capabilities to charities both at the branch and National levels. Such support must be deemed in line with the fellowship's vision and missions.

While branches can support external charities, this can only be carried out with the full knowledge and approval of BEC and for only local charities that are well known. This will make it easy to monitor how the funds are utilised.

The fellowship shall also adopt and support established local charities from time to time. In the event of a financial support greater than £500 (five hundred pounds sterling), a full approval of the NEC will be required.

In the event that a member or executive of the fellowship proposes support to a charity at the branch, they must declare any personal affiliations or interest in such organisation to the BEC at the point when a motion for support is moved. They must also declare to the BEC, any financial benefits that they derive or stand to gain from such organisation.

18 SUPPORT OF OVERSEAS CHARITIES

As well as supporting UK charities, the OFNC will engage with and support well-known overseas charities. Branches can only support overseas charities with the full knowledge and approval of the BEC, subject to a final approval by the NEC. Where financial support is being rendered to an overseas charity, all funds transfers must be routed through the office of the National Financial Secretary who will ensure that a ***charity support agreement*** is in place before any funds is disbursed. This document will state the terms and conditions of the support offered and will ensure that all funds disbursed are easily monitored and accounted for. The overseas charity must send an acknowledgement of receipt of the funds to the National financial secretary. They must also send a regular report on how the funds have been utilised to the National Financial Secretary. These reports should be easily accessible for inspection by officials of the NEC, our Auditor and the Charity Commission.

In the event that a member of the NEC proposes support to an overseas charity, they must declare any personal affiliations or interest in such organisation to the NEC at the point when a motion for support is moved. They must also declare to the NEC, any financial benefits that they derive or stand to gain from such organisation.

19 CHAIRMAN'S VISIT TO BRANCHES

Branches should remit to the National Treasurer all monies collected during branch meetings on the day of the Chairman's visit. The National Treasurer shall in turn deposit such monies into the General (NEC) account.