

ROSCOMMON COUNTY CHILDCARE COMMITTEE CLG

INTERNAL FINANCIAL PROCEDURES



V4 - 27/01/2021

Overview

Financial Management. The financial procedures document gives an overview of the financial procedures and controls in place within the Organisation to demonstrate good financial management, including financial reporting to the board and any grant administration processes.

Corporate Governance

Roscommon County Childcare Committee is a **company limited by guarantee**. Company Registration No. 360103 and was incorporated on the 13th day of August 2002.

Charities Regulatory Authority (CRA) number: **20058623**

Charitable status reference number: **CHY 16335**

Overview

The role of the Board of Directors is to act as the strategic management group for Roscommon County Childcare Committee and to exercise quality control and oversee the implementation of the company's annual Statement of Work (SOW) and Local Implementation Plan (LIP). The role of the Committee is to approve the SOW/LIP, monitor its progress, address barriers to its implementation and to make adjustments and alterations where it is considered necessary. Priorities in the annual SOW/LIP are given to CCCs nationally by the **Department of Children, Equality, Disability, Integration and Youth Affairs (DCEDIY)** and the plan is appraised by Pobal following which the annual budget for its local implementation is approved by DCEDIY.

The role of the Company County Childcare Coordinator/Manager is the operational management of the company.

Income from DCEDIY via Pobal is by electronic transfer direct to the Company bank account. Roscommon CCC follow the company's internal financial procedures which is in line with Pobal's accounting guidelines and these procedures outlines the policies and procedures for accounting and expenditure.

To ensure the Company Board have control over the expenditure being incurred by the Committee and at the same time be satisfied that only eligible expenditure has been approved and paid by the Committee, the Company Treasurer is the nominated member to approve expenditure before presenting for cheque signatures/banking online. If the Treasurer is unavailable, another member of the Board may approve the expenditure.

There are 8 authorised signatories who are assigned to sign cheques/direct debit mandates. Cheques are not made payable to cash and the signatories do not sign cheques payable to themselves.

There is no petty cash system in place.

The Board hold regular meetings throughout the year and a finance report with copy of the cheque journal listing all payments and lodgments, a copy of the completed bank reconciliation and a finance report outlining spend in year to date and remaining budgets is presented a standing agenda item for review and sign off.

Internal Monitoring

Roscommon CCCs Corporate Governance and Monitoring sub-committee carries out a visit to Company offices annually or as required to monitor and check on programme action files, administrative, financial and governance folders. This acts as an internal monitoring mechanism to support management and reduce risk of fraud and is a welcome initiative initiated and followed through by management and board of directors. These internal checks look at how the company is implementing its financial and governance procedures as part of the company risk management strategy. A report on findings as well as any recommendations is an agenda item at the Company board meeting following the corporate governance subcommittee meeting annually.

Audited Accounts

Roscommon CCCs audited accounts are prepared annually and presented and approved at the Annual General Meeting (AGM) in May of each year. The Annual financial Statements are prepared in accordance with the companies Act 2014 and FRS102, the Financial Reporting Standard applicable in the U.K. and the Republic of Ireland.

Appraisal and Approval of Grants

Grant applications such as the childminder development grant, parent & toddler grants, FAR and learner fund bursary are assessed and appraised in line with national criteria, company internal procedures and are represented at Company board meetings as an agenda item.

1. ACCOUNTING RECORDS

Roscommon County Childcare Committee shall maintain a complete audit trail in relation to all monies received from DCEDIY/Tusla and all other funders.

- All our cheque/electronic payment journals and income records are computerised in spread sheet format.
- Hard copies of all transactions are kept on file.
- The Administrator of the Company is responsible for the maintenance of all finance records.
- It is the responsibility of the Administrator to ensure that all financial files are backed up and preceding years archived. Records are stored both on a Cloud system provided by I.T. company and in hard copy at the company's offices.
- It is the responsibility of the Administrator to present a monthly reconciliation by electronic email and in hard copy readable format of all accounts to the Roscommon CCC Manager along with a detailed analysis of lodgments, cheques, payments and online banking activity and up to date picture of drawdown of all funding which are then reviewed by the Manager and submitted to the board of directors for review at board meetings as a standard agenda item.
- All books and records are to be retained for six years.
- It is the responsibility of the Administrator to ensure all books and records are archived, stored securely and available at all times.

2. FINANCIAL RETURNS TO FUNDING PROVIDERS

Roscommon County Childcare Committee CLG currently receives funding from the following:

Department of Children, Equality, Disability, Integration and Youth Affairs (DCEDIY) National Childcare Investment Programme

Periodically, Roscommon County Childcare Committee receives income from other sources e.g. Department of Education & Skills, Tusla, Training fees, etc.

- All funds are lodged to the company bank accounts. Income from DCEDIY via Pobal is by electronic transfer direct to bank account.
- It is the responsibility of the Administrator of the company to check that income from DCEDIY matches contracts/addendums approved and to maintain proper books and records for all transactions on company bank accounts.
- All funding received from DCEDIY via Pobal is reported half yearly and year end. It is the responsibility of the Administrator of the Company to prepare and present financial reports to the Roscommon County Childcare Coordinator/Manager for review and subsequent approval by the Board of Company in advance of submission to the Pobal My CCC Portal
- It is the responsibility of the Administrator of the Company to ensure these returns to the Pobal My CCC portal are within the time limit specified and are in consultation with the Roscommon CCC County Childcare Coordinator/Manager
- It is the responsibility of the Administrator of the Company to ensure returns are in line with Pobal Accounting Guidelines and that other relevant funding is netted off total expenditure before the returns are prepared.
- When reimbursable expenditure occurs, it is the responsibility of the Administrator of the Company to monitor this expenditure and ensure it is recouped within a reasonable period and to present an analysis to the Roscommon CCC Manager along with monthly reconciliations.

3. Accounts Practice- BANK AND CASH

Roscommon County Childcare Committee has the following bank accounts in operation at present:

National Childcare Investment Programme – DCEDIY/Pobal Core Funding & Addendums
Other Funding (Miscellaneous Account) – All Other Funding

Approval Procedures for Processing of all Payments

To ensure the Board of Roscommon County Childcare Committee have control over the expenditure being incurred by the Company and at the same time be satisfied that only eligible expenditure has been approved and paid by the Company, the Company Treasurer is the nominated member to approve expenditure before presenting for BOL/cheque signatures. If the Treasurer is unavailable, another board member who is a cheque signatory may approve the expenditure.

- There are 8 authorised signatories who are assigned to sign cheques/direct debit mandates. There must be two of these signatures on each payment/cheque. Cheques/BOL must be signed on foot of original supporting documentation, i.e. invoices and issued in numerical sequence. The pre-signing of blank cheques is prohibited.
- Cheques should not be made payable to cash and the signatories should not sign cheques payable to themselves. The cheque books are kept in a locked fireproof safe box which the Administrator and Manager have access to.
- It is the responsibility of the Administrator of the Company to open new bank accounts where necessary once the mandate has been signed by and approved by the Board.
- It is the responsibility of the Administrator to monitor outstanding cheques monthly, keep Manager fully informed on all financial affairs and to cancel all outstanding cheques over 6 months. The Administrator should retain all spoiled cheques.

The following procedure is in place to ensure that all payments (BOL/Direct Debit/Cheques) are approved on behalf of the Board and in line with the company standard operating procedure (SOP) for Banking Online.

- Where possible, accounts are paid within 30 days of receipt of invoice. All invoices are stamped for payment.
- A Purchase order system is in place which management must approve prior to processing for payment.
- Payment cannot be made on a pro-forma invoice.
- The Administrator reviews checks and signs invoices for processing along with cheque journal update prior to the monthly payments and cheque journal being passed to management for review and approval in time for monthly BOL/Payroll process and to ensure budgets are in line with SOW/LIP.
- The Administrator is responsible for checking and ensuring accuracy of invoices in preparing the BOL/cheque payments file for management sign off. Before presented to management for review and approval all payments to be approved should include purchase orders, TCAN, other relevant back up documentation attached where applicable as well as having completed envelopes attached to any cheques that are to go out by mail.
- Payments are reviewed by management who then implements the first BOL authorisation. The company Treasurer is responsible for reviewing and implementing the second BOL authorisation.
- Payment approved by management then passes to Treasurer or in the absence of Treasurer another bank signatory for expenditure approval.
- Expenditure approved by Treasurer or in the absence of Treasurer another bank signatory for expenditure approval.

Once the above procedure is carried out the following happens:

- Banking online (BOL) internet banking is initiated and is co-authorised by Treasurer and Manager monthly. Passwords are specific to each individual and obtained via “Key Codes” phone app by each individual as required.
- Upon completion of BOL by Treasurer and Manager any approved and signed cheques are mailed out by Administrator and/or designated person.
- Bank/credit card statements to be reconciled with cheque journal at end of each month.

Approval Levels

Company County Childcare Coordinator/Manager – up to €5,000

Company Board of Directors – amounts greater than €5,000

- ❖ Pre-signing of blank cheques is prohibited.
- ❖ Bank requisition stamp to be completed indicating invoice checked by Administrator and approved by Manager. Full names to be signed not initials.
- ❖ Payments are made only on the strength of supported certified documentation.
- ❖ Payment requisition stamp on each invoice or certified document to be approved by company Treasurer or other approved bank signatory.
- ❖ Bank statements are issued at end of each month.
- ❖ Bank statements to be reconciled with cheque journal at end of each month.
- ❖ Records of all “other” funders are kept on relevant files.

Outstanding Invoices

- It is the responsibility of the Administrator to monitor outstanding invoices and follow up where necessary.

Cash

Roscommon CCC CLG are moving towards a cashless environment. There is no petty cash system in place as we move towards a cashless environment.

- In the event that cash is received, receipts are issued. Cash is stored prior to lodgment in a locked cabinet.
- It is the responsibility of the Administrator to make all lodgments as soon as possible following receipt of payment and to ensure no large amounts of cash are kept on the premises.

PROCEDURE FOR ENSURING ACCOUNTS ARE IN CREDIT

- It is the responsibility of the Administrator to ensure that the company bank accounts are in a credit position. On a monthly basis the Administrator enters cheques and totals the accounts and prepares the bank reconciliation to ensure accounts are in a credit position. This is then reported monthly to the Manager by the Administrator. Bank accounts are reconciled monthly on receipt of the bank statements. It is the responsibility of the Administrator to notify the Manager of any issues that may arise in this area.
- Funding lodgments are notified to the Administrator and cc'd to Manager.

4. PROJECT FILES

On approval of the annual Statement of Work (SOW)/Local Implementation Plan (LIP), Roscommon County Childcare Committee CLG will maintain objective/project files including a computerised file for each project. The files are stored in the offices of Roscommon County Childcare Committee. The Manager and Staff of the company have access to these files.

It is the responsibility of the Manager to monitor and review these files. It is the responsibility of the Administrator in collaboration with assigned key worker of the company to record all financial transactions on these files together with copies of the relevant invoices and to reconcile this expenditure to the Pobal returns on a half yearly basis.

The following procedures are in place in relation to project files:

- ◆ A separate file to be kept for each objective including the admin budget in the SOW/LIP/Administration and/or additional projects that may happen from time to time.
- ◆ Manager will appoint a key worker to have responsibility for each objective/project file and this will be conveyed to all staff.
- ◆ It is the responsibility of the objective lead/project lead and key worker assigned to keep the objective/project files updated on a monthly and/or quarterly basis.
- ◆ It is the responsibility of the Administrator to keep the financial details of the objective/project file up to date on a monthly and/or quarterly basis.
- ◆ The completion of the project files should be a joint team effort at quarterly intervals, half yearly and end of year.
- ◆ To guide staff, checklists are placed on all objective/project/administration files with an action review and sign off by staff and/or management.
- ◆ Any individuals or groups who receive grant aid of €1,000 or more from the Roscommon County Childcare Committee that is paid from DCEDIY funding must supply their tax reference number and confirmation that their tax affairs are in order. In addition, where the grant aid is € 10,000 or more in a calendar year, a tax clearance access number (TCAN) or C2 certificate is required.
- ◆ It should also contain details of date of application, approval, payments, date of each instalment, cheque/transaction number and total expenditure to date.
- ◆ Contract to be signed by Committee Member and/or Manager following approval and dated.
- ◆ Approval of grants to be sanctioned by the Project Evaluation Sub Committee (PESC) on behalf of the board of company as per internal procedures and signed by either the Manager and/or Board Director.
- ◆ All paid invoices are filed on a central file in cheque numerical sequence.
- ◆ It is the responsibility of the Administrator to have signed copies of invoices and up to date budget spreadsheets placed on relevant objective/project/action files in collaboration with assigned Key Worker and this will be monitored by the Manager through support & supervision.
- ◆ Staff will be required to have assigned project files up to date for inspection by Manager at Support & Supervision meetings and at quarterly, half yearly and year end. Periodic checks are carried out by the Manager on all files and clearly indicated on the file.
- ◆ An annual check should be carried out by the Monitoring Board Member and the Manager to ensure that the Objective/Project Files are kept up to date and internal financial procedures are being followed. Evidence of the check should be clearly indicated on the Objective/Project File and an annual internal review of the files will take place by the Governance & Monitoring Sub-committee who will meet annually and report back to the Company Board through an agenda item at board meetings.
- ◆ It is the responsibility of the Administrator to monitor all budgets of Roscommon County Childcare Committee in collaboration with the Manager. The Administrator should have a template clearly showing spend for each action and present regularly to management and at scheduled Support & Supervision meetings.
- ◆ The Administrator is responsible for keeping the Manager fully informed of all spends and should carry out monthly monitoring of all budgets and any overspends rectified from savings in consultation with Manager.

- ◆ It is the policy of Company that if Directors of the Board have a personal interest in any of the activities of the company this interest should be expressed, and they should absent themselves from any decisions in relation to these activities. A conflict-of-interest policy is in place.
- ◆ It is the responsibility of the Administrator of the Company to monitor closely outstanding debts and to ensure all monies due to the Committee are received. The issue of writing off bad debts should not arise.

5. PERSONNEL, SALARIES AND WAGES

Roscommon County Childcare Committee is an equal opportunities employer.

A grievance procedure is in place for all staff. The company staff handbook is given to all staff as part of an induction process and is also available on the internal BrightHR system. The staff handbook is a working document and will be reviewed regularly by the board of directors of the company.

The company will avail of the services of a HR consultant where necessary to support the HR role of the company Manager.

Recruitment, Personnel Files and appointment records are stored by the Manager in a locked filing cabinet and disposed of by a shredding company as per our company data retention requirements. The following is held on file and/or uploaded to the company internal BrightHR system:

- Terms of employment, employment history, remuneration, pension arrangements
- Time Records & Annual Leave
- Records for approved rates of pay including pay agreements, pay increments as per DCEDIY guidelines.
- It is the responsibility of the Chairperson to ensure that all relevant records in relation to the Manager are signed off by the Chairperson as above and stored in the Managers office.
- Weekly diaries are kept by all staff and saved with annual project files.
- It is the responsibility of the Administrator in collaboration with the Manager to ensure salaries are paid monthly by BOL once timesheets are signed off by relevant line manager and appropriate in date valid car insurance certificate indemnifying Roscommon CCC is on file through BrightHR.
- The payroll software package BrightPay by Thesaurus is operated by Roscommon County Childcare Committee and produces gross to net analysis and pay slips. It also contains a "Cloud" facility where staff can log in and access their own pay slips.
- It is the responsibility of the Administrator or appointed administrative staff of the company to update and maintain payroll records. All documentation in relation to salaries and wages is retained in a secure central salaries file for the relevant tax year in the Administrators office.
- It is the responsibility of the Administrator or appointed administrative staff of the company to ensure that all returns to the Revenue Commissioners are prepared, certified and forwarded to the Revenue Commissioners prior to the due date.
- PAYE, PRSI and USC is calculated in "real time" reporting and approved by the Revenue prior to pay slips being issued through "BrightPay" payroll software package, to staff.
- All staff training should, where possible, be invoiced directly to the County Childcare Committee by the Training Company concerned. If this is not possible, only vouched expenditure will be reimbursed.

6. TRAVEL AND SUBSISTENCE

Roscommon County Childcare Committee operates the Department of Finance Civil Service rates of travel and subsistence (Motor Travel Rates Circular 05/2017). As the mileage rates payable are incremental based on total distance travelled, cumulative mileage records are maintained.

Travel is paid from home or base but, in any case, the shortest distance is claimed. Base is the offices of Roscommon CCC CLG, Knock Road, Castlerea, Co. Roscommon. Travel and subsistence claims are submitted monthly in arrears.

- It is the responsibility of the Administrator to ensure that travel expenses are not under any circumstances processed unless a copy of the claimant's relevant up to date car insurance certificate indemnifying Roscommon CCC is available. Insurance details are retained on the Bright HR Portal.
- It is the responsibility of the Administrator or appointed administrative staff of the company to check claims submitted and apply the appropriate rates ensuring accuracy before signing off on them as being checked by the Administrator and forwarded to Manager for review and approval.
- All Travel & Subsistence claims will be for distances calculated from Google Maps and all other expenses claimed will be vouched.
- The claims are then approved by the Manager for payment or in the case of the Manager by the Treasurer/Board Director
- All payments are then forwarded to the Treasurer/Board Director for expenditure approval in line with procedures before banking online is processed internally by the Manager and company Treasurer.
- Travel & Subsistence claims are paid through BOL.
- All travel & subsistence claim forms are retained in the current invoice folder stored in Administrators office.

7. RETURNS

Half Yearly returns prepared by company Administrator, are presented to the Manager who reviews and approves for presentation to the Company Board of Directors for approval as a standing agenda item at board meetings for approval.

- It is the responsibility of the Administrator to prepare and check monthly bank reconciliations, half yearly and year end returns which are presented and reviewed by management in advance of being presented to the Board of Directors.
- It is the responsibility of the Administrator to ensure sufficient funds are available in the bank
- Any outstanding payments not lodged in excess of one month will be brought to the attention of the Manager by the Administrator and action taken accordingly and noted by the Administrator.

Returns to Pobal

- It is the responsibility of the Administrator to prepare half yearly and year end returns on a payments basis using the cumulative cheque journal totals (excluding reimbursable payments)

for the six respective months, for review by management prior to board approval. The returns should only include actual payments to the end of that particular half yearly date.

- It is the responsibility of the Manager in liaison with the Administrator to upload the returns by the set date to the Pobal Portal.
- It is the responsibility of the Administrator to ensure that all correspondence to Pobal by the Administrator in relation to finance/accounts should be cc'd to management.
- It is the responsibility of the Administrator to ensure returns are prepared in accordance with best practice and company policy.

8. CASH/CHEQUES RECEIVED

Income Received - Cash on Premises

Roscommon CCC CLG are moving towards a cashless environment. There is no petty cash system in place as we move towards a cashless environment.

- If cash is received on occasion, receipts are issued.
- Prior to lodgment all cash/cheques are kept in a locked filing cabinet in the Administrator's office to which the Administrator and Manager have a key.
- It is the responsibility of the Administrator to make all lodgments as soon as possible following receipt of payment and to ensure no amounts of cash are kept on the premises.

9. COMPANY SECRETARIAL AND EXTERNAL AUDIT

Paul Foxe & Co Roscommon are the appointed external auditors of Roscommon County Childcare Committee CLG and will be responsible for returns to the Company Registration Office and maintenance of company register in consultation with company Administrator and Company Secretary. The role of the external auditor shall be as defined in the letter of engagement.

- It is the responsibility of the Administrator to liaise with the company auditor to ensure timelines are met in relation to Annual Return Date (ARD) and having audited accounts prepared well in advance of the annual general meeting (AGM) date for prior board review and approval at the AGM.
- It is the responsibility of the external auditors of Roscommon County Childcare Committee to prepare the draft financial statements of the company in liaison with the Administrator and also to prepare independent reconciliations between the financial statements and the expenditure returns to Pobal.
- It is the responsibility of the Administrator to furnish the accountant with relevant documents as requested and the Administrator will be the company point of contact and liaise with the company auditor as required. All correspondence to the company auditor should be cc'd to the Manager.
- It is the responsibility of the Administrator to ensure that the company records in relation to revenue, CRO and the Charity regulator are filed on time.
- The RCCC County Childcare Coordinator/Manager is responsible for the maintenance and archival of company board minutes.
- It is the responsibility of the Administrator to prepare documentation in line with the company Memo & Articles of Association in relation to the company AGM.

- The company AGM shall be held not more than fifteen months between the date of one AGM of the Company and that of the next. At least twenty-one days' notice in writing shall be given in respect of the Annual General Meeting. Nominations will be sought prior to AGM meeting. The AGM is held annually in May.

10. PUBLIC PROCUREMENT

Roscommon CCC will adhere to the Department of Finance public procurement procedures.

It is the policy of Roscommon County Childcare Committee when entering into a contract for services, such as consultancy, training, services, lease of premises, etc. to ensure that the contracts are fully adhered to.

The following are noted and referred to by Roscommon CCC.

<https://ogp.gov.ie/>

Appendix 7 Notice of Public Procurement and Conflict of Interest in annual SOW Guidelines dated 23/10/2019.

- A tax clearance access number (TCAN) will be sought from all suppliers for all goods and services where the cumulative value of the goods or services exceeds €10,000 in any one year.
- Purchases less than €5,000 – written quote from one or more supplier.
- Purchases between €5,000 and €25,000 – specifications to be circulated to at least three suppliers by email/fax seeking written quotes. In some instances, it may be appropriate to advertise contracts of this size using the Quick Quotes facility on the e-tenders website
- Purchases over €25,000 and up to EU Thresholds - More formal tender process – draw up tender documents using Open Procedure.
- It is the responsibility of the company Administrator to obtain tax reference numbers/tax clearance access number where applicable.

Roscommon CCC CLG adheres to the following Public Procurement guidelines

Selecting suppliers

All purchasing of goods and services must be on foot of a competitive process, except in certain limited exceptional circumstances. The company have a Purchase Order system in place. In accordance with Public Procurement Guidelines, the following are the tendering methods to be used having regard to the estimated value of the contract.

- **Supplies and services:**
 - **Less than €5,000:** may be awarded on the basis of written quotes from one or more competitive suppliers; COMPANY has implemented a policy of obtaining a minimum of one written quote from suppliers for any purchases to ensure records are maintained. Best Public Procurement Practice advises that, where possible, three written quotes should be obtained.
 - **Between €5,000 and €25,000:** By **Direct Invitation** - specifications must be circulated to at least three interested and competent suppliers/service providers by e-mail/fax seeking written tenders (in some cases it may be appropriate to advertise contracts

of this value on the e-tenders website.) Offers should be evaluated objectively against the specified requirements and the most suitable offer selected;

- **Over €25,000 and up to the EC threshold of €221,000 excluding VAT:** Must be advertised via a tendering process on procurement website www.etenders.gov.ie
- **For goods and services over €221,000 excluding VAT,** must be advertised on EU Journal (OJEU) via a formal tendering process using procurement website www.etenders.gov.ie
- **Works and related services**
 - **Less than €50,000:** specifications must be circulated to at least five interested and competent contractors by e-mail/fax seeking written tenders (in some cases it may be appropriate to advertise contracts of this value on the e-tenders website.) Offers should be evaluated objectively against the specified requirements and the most suitable offer selected;
 - **Over €50,000 and up to the EC threshold of €250,000:** Must be advertised via a tendering process on procurement website www.etenders.gov.ie
 - For advertised contracts for works and related services **over €221,000 excluding VAT.** must be advertised on EU Journal (OJEU) via a formal tendering process using procurement website www.etenders.gov.ie
 - (See GN 2.3 – *Procurement Process for Works Contractors, Section 3.2 Advertising and Timeframes for the Tender*, for more details.

All details of the quotes and tendering process must be kept on file by the Committees.

The thresholds below apply to all publicly funded goods and services.

BELOW NATIONAL VALUE THRESHOLDS (EXCLUDING VAT)

< €5000	1 Written Quotation
> €5,000 and < €25,000	3 Written Quotations

ABOVE NATIONAL VALUE THRESHOLDS (EXCLUDING VAT)

> €25,000 and < €221,00	Must be advertised via a tendering process on www.etenders.gov.ie
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ABOVE EU VALUE THRESHOLDS (EXCLUDING VAT)

> €221,000	Must be advertised on EU Journal (OJEU) via
(Goods & Services)	tendering process on www.etenders.gov.ie
€5,186,000 (Works)	Must be advertised on EU Journal (OJEU) via a
	formal tendering process using
	www.etenders.gov.ie

The company have a conflict of interest policy in place.

E-Tax Clearance / C2 Certificates

- Where the cumulative value of the goods/services will be €10,000 or more (inclusive of VAT) in any twelve month period, the Committee/Grantee should make it clear to potential suppliers that it will be a condition for the award of the contract that the supplier produces either a valid Tax Clearance Access Number (TCAN) or C2 certificate (C2 relates to sub-contractors in the construction industry).
- It is not necessary for a supplier to provide a Tax Clearance Access Number (TCAN) if s/he holds a current C2 certificate. This requirement applies to any supplier who is a taxpayer, either as an employer, through the VAT system, or pays income tax or corporation tax.
- It is the responsibility of the Administrator for ensuring that a current tax clearance certificate is in place where required and attached to the relevant purchase order before processing.

Awarding the contract

Contracts should be awarded based on either the most economically advantageous tender (MEAT) or of the lowest price tender according to Public Sector Regulations. Where it is awarded on the basis of MEAT, the company will adopt criteria linked to the subject matter of the contract, which might include, in addition to price, non-financial factors such as quality of work product, ability to deliver on time, etc. In addition, the company will demonstrate that it has sought alternative quotations and that this was one of the deciding factors in awarding the contract. Where a contract is not awarded to the supplier of the lowest quotation, the company will document the rationale on which the contract was awarded. Copies of documentation in relation to the awarding of any tender process including criteria will be available on the relevant objective/project file.

www.etenders.gov.ie

11. COMPANY RESERVES POLICY

The Company is compliant with the Code of Practice for Good Governance of Community, Voluntary and Charitable Organisation in Ireland.

Income & Reserves - definition:

For the purpose of this policy the definition of 'income and reserves' are funds that are available to the company that are 'unrestricted' and can be spent at the discretion of the Board of Directors.

This source of funds is in contrast to the company's income that is restricted to specific programmes/projects as defined by the programme/project (*e.g. DCEDIY funding is restricted by the programme guidelines as set out by Pobal*).

Sources of Income

Roscommon CCC CLG has a small number of sources of 'unrestricted' funds, e.g., once-off contributions for room usage or other supports, fees collected as part of various training programmes.

Rationale & Monitoring

The expenditure incurred from the company's reserve will be in keeping with the ethos of the Organisation and will be confined to activities outlined within the company's Memorandum and Articles of Association. The Board of Directors will consider the needs and opportunities identified throughout the course of the company's work and their decisions will be based on best practice and value for money.

These sums will be spent by the company at the discretion of the Board of Directors. This income, and expenditure of same, will be monitored by the company's Executive and Finance Sub-Committee (EFSC) as part of their overall remit and the Income and Reserves Policy will be reviewed by the Sub-Committee on an annual basis.

Purpose of Reserve Funds:

The company will use its reserve funds for three primary purposes.

1. Year-to-Year Matching Finance Requirement

- To assist the company in providing cash flow for projects that have to be paid up front before being drawn down from public sources –e.g., Tusla short term funding for staff.
- To provide Private Matching Funding (PMF) to projects where a Programme requires it.

2. Long Term Contingency Plan

That company develops the levels of Reserve to maintain the company for approximately two months for use by the Company should public funds cease or become unavailable.

3. To support Non-Programme Based Activities

To fund activities that support the objective of the company (as set out in the company's Memorandum and Articles of Association) but that are ineligible under the various national programmes being operated by the company.

Roscommon CCCs Expected Sources, Requirements and Timetables

1. Expected Sources of future 'Reserves' will be:

a). circa €500 p.a. from 'Once-Off Contributions' primarily from childcare sector/community sources/organisations for use of company facilities and income from fees associated with training.

2. Expected Requirements & Timetables.

a). Annual 'Matching Finance' requirements are expected to range between €100 and €700 per year (to be determined by the Board of Directors of Roscommon CCC).

b). The Long-Term Contingency Plan requires a reserve in excess of €40,000 to be available to the company. Roscommon CCC hope to reach this target by 2030.

12. COMPANY APPORTIONMENT POLICY

As part of our internal financial procedures, running costs may be charged out to various projects/initiative on costs incurred during the project. This can happen where there is no fixed allocation from projects/initiatives on certain administrative costs. Where these costs are already included in the project funding, no additional monies will be claimed from the project. Otherwise, where possible, as part of any additional programme of work taken on by Roscommon County Childcare Committee, 5% of the project funding will be apportioned to the Company administrative costs to cover light, heat, insurances and use of phones, where applicable.

* Photocopying charges may be charged separately where not already included.

Apportionment of funding will be guided by the contingencies of the funding programme (budget awarded and guidelines established by the funding agency) and the capacity of a funding stream's budget to bear a related cost.

Apportionment reviews will assess the impact of each project/initiative for the direct and indirect costings. Direct costs are certain costs that may be directly attributed to a particular funding stream and may be charged in full to the related funding stream. Indirect costs that are shared and not directly attributable to an individual programme may be apportioned.

The basis of apportionment will be in line with the funding stream requirements, will be documented with a clear rationale and listing the agreed quantitative data. Details of the Roscommon CCC apportionment are contained in the appendix below.

Review of apportionment policy:

Apportionment Policy will be reviewed annually and/or with the commencement of additional programmes and funding streams.

National Síolta & Aistear Initiative (NSAI)

This initiative is paid retrospectively on receipt of invoiced hours of work/training delivered. Funding provided by The Department of Education for the National Síolta & Aistear Initiative is netted directly off salaries as it comes into the account.

Access and Inclusion Model (AIM):

The DCEDIY and Pobal provide a funding stream for the implementation of level 1- 3 of the Access and Inclusion Model. Apportionment is calculated on the 5% basis. The remainder of the budget relates directly to staff hours and is used to provide backfill hours for CDO.

Equality & Diversity Initiative (EDI)

Venue Hire, Refreshments & Printing Costs:

Costings for venue hire/refreshments are dependent on current market prices and are subject to quotation. Invoices will be provided for each venue hire and these will be taken directly from the EDI budget provided. Printing costs of €100 are included for printing materials for the delivery of EDI training courses. Other administrative charges will be apportioned on the 5% basis when training takes place, and the budget is spent. The remaining budget applies to salary for the backfill of CDO hours to prepare/deliver training.

Other Funded Projects:

Any funding provided by another Organisation that entails the provision of staff hours, the associated salary costs will be netted off the programme salaries budget. However, apportionment will be applied to miscellaneous costs on the 5% basis where appropriate and when/where necessary, I.T. equipment will be taken directly from the budget supplied.

13. COMPANY CREDIT CARD POLICY

Where the credit card is to be used, as per all other payments a purchase order should be completed, and an invoice/payment order completed for authorisation by two approved signatories. The Board will designate the name to appear on the credit card and to set the credit limits. The card will be the responsibility of the person designated by the Board to be the cardholder. The cardholder is responsible for the safe custody of the card and the security of card information. The cardholder should also be aware of the card issuer's policies in relation to lost or stolen cards and chargeback rights in relation to disputed transactions.

The cardholder will be responsible for all expenditure and charges on the cards until the receipts and invoices for the expenditure are approved.

If the cardholder delegates the use of the card to a member of staff, it is the cardholder's responsibility to ensure that proper procedures are followed and that the card is returned promptly to his/her care.

No cardholder may approve an increase to the limit on the card, nor may they approve access to a permanent cash advance facility for themselves.

No cardholder may authorise the approval of their own expenses.

Online payments should only be made through secure websites.

Cardholders must retain supporting documentation for all expenses incurred on the card and these expenses must be reconciled with the monthly bank and credit cards statements. A separate credit card spending report must be prepared for board meetings.

The balance on credit cards must be cleared within the credit timeframe so that no interest charges are accrued. This is best achieved by direct debit payments.

Credit cards may only be used for transactions associated with the business of the company and where online payments are not suitable/possible. Misuse in breach of procedures may result in the cancellation or withdrawal of the card and/or disciplinary procedures being followed.

Misuse includes:

- Using the card for a private transaction
- Assigning or transferring the card to another person
- Using the card after the cardholder's employment has been suspended or terminated
- Using a card when you are not the cardholder named on the card and without the cardholder's authority.
- Using the card for a transaction in excess of budget or authorised limits or, for purchases for which there are insufficient funds.
- Using the card for expenditure not previously approved where such approval was required.

Card holders must return the card permanently when they leave their employment or no longer require use of the card as part of their duties.

Cardholder	Coordinator/Manager
Transaction limit	€2,000*
Card limit	€2,000

*any spend above the €1,000 limit must be approved by the Board.

Card holders must return the card permanently when they leave their employment or no longer require use of the card as part of their duties.

14. GENERAL

Roscommon County Childcare Committee is compliant with the obligatory publicity requirements. It is the policy of Roscommon County Childcare Committee CLG to acknowledge the various agencies that provide funding for the Organisation. This acknowledgment is usually in the form of using their logo on headed paper or on joint advertisements/materials and our website and company emails as per national guidelines.

Company Insurances

It is the responsibility of the Administrator to ensure that appropriate insurance and professional indemnity cover is in place and that it is in line with the guidelines within the annual DCEDIY/Pobal contract and addendum/s. Cyber Insurance is also in place for the Company. Both The Department of Children, Equality, Disability, Integration and Youth and Pobal require indemnity on insurances.

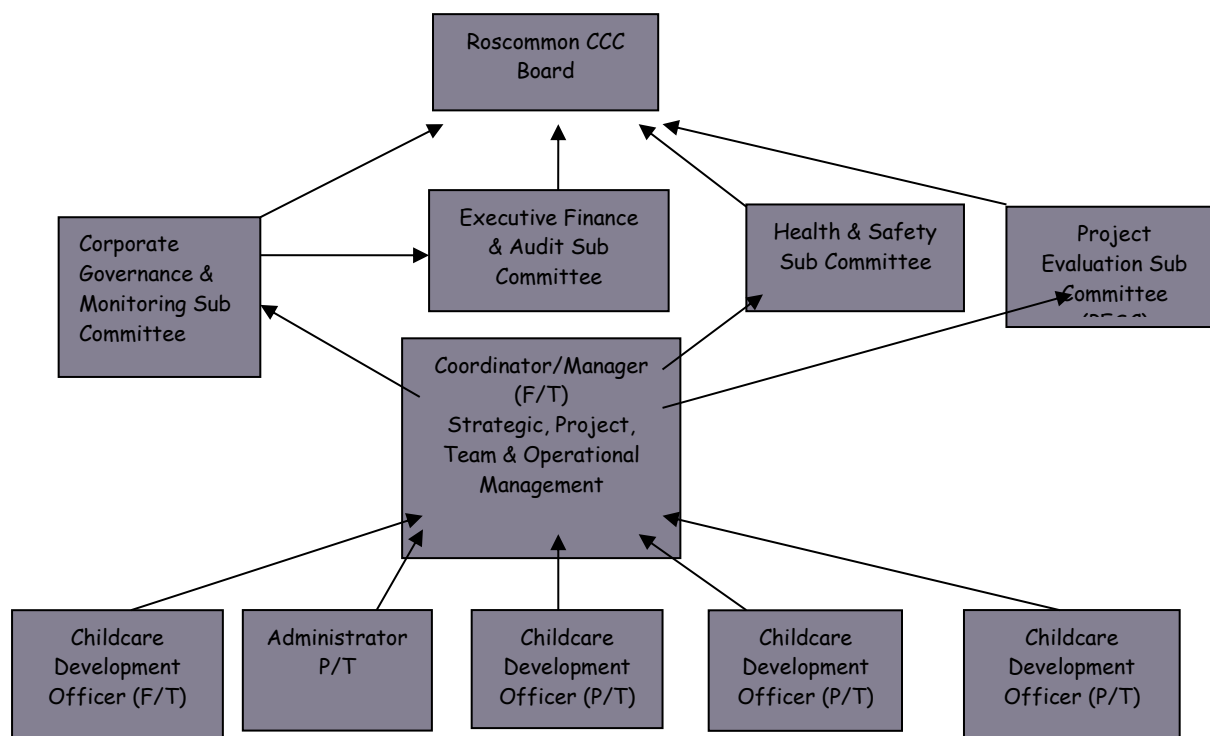
Fixed Assets File:

- It is the responsibility of the company Administrator that a *current list* of company fixed assets is up to date and has been kept on file and in line with our company insurance policy.
- Items no longer in place should be removed from the asset register. The Fixed Assets file is located in the Administrators financial filing cabinet.
- The asset file is signed off annually by the Administrator and Manager jointly and stored with the annual project files.

Passwords:

All company passwords are retained by management. Passwords are changed periodically as part of the company risk management strategy.

Company Organogram/Organisational Chart



Version Control & Revision History

Version Number	Reason	Date
V1.3	Financial Procedures	11/03/2020
V4	New & Revised Financial Procedures	27/01/2021

Sean Crehan, Chairperson on behalf of the Board of Directors of Roscommon CCC CLG & Irene Cafferky, County Childcare Coordinator/Manager, Roscommon CCC