



www.communicate2u.co.uk
communicate.to.u@gmail.com
Registered company number: 7555974

Finance Policy

Policy date: 03/03/2023

Review frequency: Annual

Last review: 01/09/2023

Authorised by: Annette Roebuck and Dan Waldron (Company Directors)

Mission:

Its mission spans across three tiers: *At an individual level*, to offer a life-long pathway to bridge the gap between education and employment, thus preventing the most vulnerable young people 'falling through the cracks' post-education. *At a community level*, to support local employers to see the 'added value' of employing young people with special educational needs, through training, recommending reasonable adjustments and creation of resources. *At a cultural level*, to remove cultural and institutional barriers to young people with special educational needs accessing work and the wider community, such as health and social care settings. As such, all Communicate 2U staff pledge to use the company's money responsibly, towards these ends.

Not-for-profit statement:

Communicate 2U is a not-for-profit organisation and prides itself on "making a difference, not making a profit". The company's financial year runs from 1st April to 31st March. The Company Directors will produce a budget forecast on or around financial year-end each year, projecting income and expenses for the upcoming financial year.

Communicate 2U acknowledges its responsibility to its employees, customers and suppliers to be financially stable and sustainable. As such, Communicate 2U holds a reserve bank account and aims to reserve 3 months' expenses therein, to provide short-term security for employees, customers and suppliers in the event of unforeseen financial events (e.g. the termination of a service level agreement).

Should Communicate 2U post a profit within a financial year, Company Directors will meet to decide how this is used. In the first instance, this will typically be used to cover losses within a previous financial year or for the reserve account. Any profits above these amounts are typically shared between staff and Communication Experts, at the discretion of the Company Directors.

Responsibilities for Financial Management:

Annette Roebuck and Dan Waldron (Company Directors) are responsible for the financial management of all activities:

- One Company Director can authorise one-off payments to staff of up to £250 or to suppliers of up to £1,000. Payments above these thresholds must be authorised by both Annette Roebuck and Dan Waldron
- Annette Roebuck and Dan Waldron must authorise any new service level agreements, or amendments to existing service level agreements, with customers.
- Annette Roebuck and Dan Waldron must authorise any new staff contracts or changes to existing staff contracts. Annette Roebuck and Dan Waldron are responsible for coordinating payment of salaries and pension contributions in line with such contracts, but may delegate this responsibility to named staff.
- Annette Roebuck and Dan Waldron are responsible for ensuring that the company has continuous professional and public liability insurance cover in line with the duties of the company.

Access:

The following financial software is only accessible to Annette Roebuck and Dan Waldron:

- Intuit Quickbooks*
- Bright Contracts
- Natwest online banking
- Communicate 2U OneDrive, on which all financial information must be stored, including accounts, budget forecasts and service level agreements.

* Communicate 2U commissions Harris Accountancy for accountancy, payroll and pension services. Information provided to Communicate 2U by staff on



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the 'New Starter Form' (e.g. address and national insurance number) is shared with Harris Accountancy via email. As part of their duties, Communicate 2U authorises Harris Accountancy to access their Intuit Quickbooks account for the sole purposes of executing end-of-year accounts and inputting payroll journals.

Communicate 2U possess two debit cards, which are held by Annette Roebuck and Dan Waldron (Company Directors). Communicate 2U staff may use a company debit card with authorisation from a Company Director, for a specified purchase, over a specified timescale.

Paper bank statements are posted to Annette Roebuck. Electronic bank statements are accessible to Annette Roebuck and Dan Waldron.

Income:

Communicate 2U's preferred method of payment is via bank transfer. Should a customer pay via cheque, this should be paid into the company bank account at the earliest opportunity.

Claiming Expenses:

Communicate 2U staff may claim back any expenses that are reasonably incurred as part of their role with the company. The following principles apply to all expenses:

- All expenses must be authorised by a Company Director prior to the expense being incurred. Communicate 2U has the right to decline payment of any unauthorised expenses.
- All expenses claims must be supported with a receipt.
- Expenses claims must be made within 3 months of the date that the expense was incurred.

Where possible, all expenses should be paid either:

- Using the company debit card. Staff are authorised to use a company debit card at the discretion of a Company Director.
- By the employee and reclaimed via bank transfer. Communicate 2U aims to reimburse any expenses (excluding mileage claims) within 24 hours of providing a Company Director with the receipt.

Where it is not possible to access the company debit card or when requested by a Company Director, staff may reclaim expenses from petty cash. Any money reclaimed from petty cash must be supported by a receipt and documented in the petty cash log book.

Communicate 2U will reimburse reasonable travel expenses associated with their roles. This includes payment to staff and volunteers, but also students on placements and Communication Experts where their travel expenses are not reimbursed via other routes (e.g. university, school or college). The following principles apply to travel expenses:

- Communicate 2U will not pay expenses for travelling to or from a primary work base.
- Communicate 2U will accept claims for car mileage, parking, toll roads, bus fare and train fare. Claimants are expected to select the cheapest mode of transport that enables them to fulfil their duties.
- All claims for parking, toll roads, bus fare and train fare must be supported by a receipt and are claimed/reimbursed in accordance with the process outlined in 'Claiming Expenses' herewith.
- Communicate 2U reimburses car mileage at 45p/mile, to cover fuel and normal 'wear and tear'. All claims for car mileage expenses must be supported by a 'Car Mileage Claim Form'.
- Communicate 2U must hold a copy of the current MOT and insurance certificates for any vehicle against which a claim is made and a current drivers' licence, in order to pay car mileage expenses.
- Car mileage expenses are paid via payroll and are therefore subject to any deductions. For any 'Car Mileage Claim Forms' submitted before 15th day of the month, Communicate 2U aims to reimburse them within that month's payroll. Any forms submitted after 15th day of the month will be paid in the following month's payroll.

Petty cash:

Communicate 2U holds one petty cash tin at each base; currently Selly Oak Trust School and Cotteridge Church. The following principles apply to petty cash:

- Any petty cash tin must not hold more than £250 at any time.

- Petty cash should only be used in exceptional circumstances, when it is not possible to either (a) pay using the company debit card, or (b) staff pay and be reimbursed by Communicate 2U.
- Any expenses claimed from the petty cash tin must be supported by a receipt and record in the petty cash log book. Only exact amounts should be taken from the petty cash tin.
- Cash donations can be made into petty cash tins (e.g from enterprise sales). These must be recorded in the petty cash log book.
- Should there be low funds in the petty cash tin, staff can request additional funds from a Company Director.

Gifts:

Communicate 2U staff may accept one-off gifts from stakeholders, up to the approximate value of £20. Should a member of staff be offered a gift that they suspect to be in excess of £20, they should consult a Company Director for authorisation.

Communicate 2U will fund cards and gifts for stakeholders up to the following values:

- Volunteers or students on placement: £5
- Communication Experts: £10
- Staff (with 0-5 years employment): £10
- Staff (with at least 5 years employment): £20

Pay bands:

The pay bands are reviewed annually, on 1st September. Specific roles are tracked to the NHS Agenda for Change pay rates

(<https://www.healthcareers.nhs.uk/working-health/working-nhs/nhs-pay-and-benefits/agenda-change-pay-rates>), pro-rata'ed to 50 days holiday per year (93.2%).



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Role:	Pay band:	Equivalent NHS pay rate:	Actual salary:
Assistant Job Coach	PB1	Band 3 (£22,816)	£21,265
	PB2	+£500	£21,765
	PB3		£22,265
Job Coach	PB1	Band 4 (£25,147)	£23,440
	PB2	+£500	£23,940
	PB3		£24,440
	PB4		£24,940
	PB5		£25,440
Job Coach with additional responsibilities (e.g. Job Coach/Occupational Therapist)	PB1	Band 5 (£28,407)	£26,475
	PB2	+£600	£27,075
	PB3		£27,675
	PB4		£28,275
Senior Job Coach/Occupational Therapist	PB5		£28,875
	PB6		£29,475
	PB7		£30,075
	PB8		£30,675
	Specialist Occupational Therapist	PB1	Band 6 (£35,392)
PB2		+£700	£33,685
PB3			£34,385
PB4			£35,085
PB5			£35,785
PB6			£36,485
PB7			£37,185
PB8			£37,885
Lead Occupational Therapist	PB1	Band 7 (£43,742)	£40,770
	PB2	+£700	£41,470
	PB3		£42,170
	PB4		£42,870
	PB5		£43,570
	PB6		£44,270
	PB7		£44,970
	PB8		£45,670