Finance & Audit Committee

Terms of Reference
Reviewed and Approved September 2024

Membership
Members of the Committee shall be appointed by the Board of Directors of Barretstown ("Board"). The Committee shall be made up of at least four members: two Board Members, independent advisers, the Chief Executive Officer and the Finance Director. The Board shall periodically review the membership of the Committee with a view to ensuring that it remains fit for purpose.

A Member of the Committee shall serve a term of four years. Where recommended by the Nominations & Remuneration Committee and agreed by the Board, a member may serve a further term of four years.

Members may not have any financial relationship with the company.

It shall be a requirement of ongoing membership of the Committee that a Member attend not less than seventy five percent of all meetings in a calendar year.

Frequency of Meetings
The Committee shall meet as often as may be required to ensure that it discharges its duties properly, but in any event not less than four times a year.

Quorum
The quorum for a meeting of the committee shall be three Members present in person or by telephone.

Minutes of Meetings
Minutes of Committee meetings shall be recorded and circulated to all Members of the Committee.

Company Structure
Barretstown is the group company with a 100% owned subsidiary in the UK, Barretstown Gang Camp Fund (Ltd) UK.

Duties
- Regularly review the adequacy, scope and effectiveness of accounting and internal control systems for all financial activities carried out by Barretstown - these key controls are listed below;
- Review the organisation's financial risk analysis, quarterly management accounts, annual income, expenditure and capital budgets and present to the Board for approval;
- Ensure that accounting policies and procedures are in accordance with company law and charity best practice;
- Implement and monitor the Investment Policy Statement approved by the Board;

- Review of statutory accounts of Barretstown before submission to the Board for approval;
- Monitor Barretstown's relationship with its external auditors, to ensure that there are no restrictions on the scope of the statutory audit and to make recommendations on the auditor's appointment, remuneration and dismissal and to review the activities, findings, conclusions and recommendations of the external auditors;
- Set the scope for the Internal Audit function;
- Set specific annual objectives for the Committee with reporting dates outlined.
- Carry out an Annual Effectiveness Review;
- Meet regularly with external auditors to review Barretstown Statutory Accounts and ensure compliance with SORP FRS 102;
- Review of relevant policies and procedures;

1. Cash Received Policy
2. Gift in Kind Policy
3. Purchase Order Policy
2. Petty Cash Policy
3. Employee Expenses Policy
4. Fixed Asset and Capital Investment Policy
5. Investment Policy Statement
6. Related Party Transactions Policy

Reporting

The Committee shall make whatever recommendations to the Board it deems. appropriate on any area within its remit where action or improvement is needed.

Authority

The Committee is authorised to seek any information it requires from the Chief Executive Officer or Finance Director in order to perform its duties.

The Committee is authorised to obtain, at the organisation's expense, outside legal or other professional advice on any matters within its Terms of Reference, subject to the approval of the Board.

Key Financial Controls

Income

Barretstown has clear financial controls for recording income including segregation of duties and ensuring and that Donations are coded in line with donors' requests and all donors thanked.

Investment Statement Policy

Barretstown has a clear policy around the investment of its funds.
The members of the Audit & Finance Committee are delegated authority by the Board to:

- Provide oversight of the management of investments in accordance with this policy
- Liaise with the Investment Manager on the management of Barretstown's investments
- Monitor performance of the investments on a monthly basis
- Meet with the appointed Investment Manager on a [semi-annual] basis.

Purchases
Barretstown operates strict controls around expenditure as outlined in the purchase order procedure, outlining authorisation, tender process and detailed procedure for ordering goods/services.

Cheque Signatories/Payments Online
The Board authorises signatories to Barretstown's bank accounts through a resolution of the Board and this is updated as required.

Petty Cash
The aim of petty cash is to reimburse small items of expenditure – clear controls are in place around how monies are reimbursed.

Employee Expenses
Controls are in place to ensure that expenditure is only reimbursed to employees/ officers who in the course of their duties are out of pocket. Employee expense forms are to be completed and appropriately authorised prior to reimbursement through payroll.

Payroll
Barretstown has clear procedures and controls in place for the operation of payroll to ensure each person receives the correct remuneration. All changes to remuneration are approved by the CEO and the Board approve the Senior Leadership Team.

Access Control
The accounting, CRM database and payroll systems require authorised access in order for staff to see, amend or review sensitive data.

Reconciliations - Monthly
The following monthly reconciliations take place:

- Bank reconciliations are undertaken whereby income and expenditure records are agreed to the bank. Cash book register is agreed to the general ledger.
- Vendor account balances are agreed to invoice, payments and statements.
- Fixed Asset Register is agreed to the general ledger.
- Income recorded as an original entry in the CRM database is reconciled with the finance record of income which is linked to the bank reconciliations.
- Prepaid expenditure is monitored and released appropriately, and schedule reconciled to GL.
- Accrued expenditure is reviewed and amended where appropriate.

Budgets
Annual budgets are prepared and approved by the Finance & Audit Standing Committee who present and make a recommendation to the Board.

Monthly Management Accounts
Monthly management accounts are prepared, and these are presented quarterly to the Finance & Audit Standing Committee.

Annual Report
An annual report including the Statutory Accounts are prepared by the team, reviewed by the Finance & Audit Standing Committee and audited by an external Auditor. The Committee attends a pre-planning audit meeting and following the audit, the external Auditor present a post audit report with their findings to the committee The external Auditor attends the AGM to answer any queries.