

Guidelines for leaders involved in managing funds for youth activities

As a significant amount of money is transacted through the Young People of Knock (YPOK) account on behalf of a variety of organisations, the following guidelines have been drawn up, and agreed by Youth Sub-Committee, in order to assist leaders who are involved with managing finance. They are intended as guidelines and yet recognise that a practical approach to managing finance is necessary.

When spending money which has been given to the church, it is important to demonstrate good stewardship of money i.e. in terms of how it is planned, how it is spent and how it is recorded.

Planning of expenditure

Each year a budget for the YPOK account is drawn up and presented to the Resource and Finance Committee (a sub-committee of Congregational Committee). Therefore, if you are planning an event that has financial implications, please notify the Youth Director and in turn the Treasurer of the Sub-Committee at the earliest possible stage.

When planning, consider the following:

- if an amount of money has already been allocated within the budget for a particular event or if an amount is agreed in-year, this should be borne in mind at the planning stage. If it is anticipated that expenditure for the event is likely to exceed the amount allocated, consideration should be given to either increasing the income from the event or decreasing the expenditure;
- where practical, income should be received before the expenditure is incurred (i.e. for young people and, where applicable, leaders).

Spending money

Consider the following with regard to how money is spent:

- value for money;
- where items are purchased (cash and carry / large supermarket are likely to be the most cost effective);
- how items are purchased (bulk discounts, value packs at supermarkets);
- is what you are spending excessive for what you are getting? and
- is there an alternative approach which would allow something to be used as a general resource rather than as a one-off expenditure (if so, ensure that this is discussed with the Youth Director).

Recording transactions

Each year, a set of books and a statement of receipts and payments are prepared for the YPOK account. These are audited by the Honorary Auditor of Knock Presbyterian Church and, as from 2002, appear in the Annual Report as part of the church accounts. The financial year for the church runs from 1 January to 31 December, therefore, where possible, all transactions should be finalised within the financial year to which they relate. (For example, if arranging a Christmas party, all payments should be made, receipts submitted and the YPOK cheque received against the expenditure incurred should be lodged to the bank before 31 December.)

Information to be supplied:

- all claims for organisation expenditure must be claimed on the appropriate claim form which has been supplied on hard copy or can be supplied electronically via email if preferred from the Youth Director.
- receipts for all expenditure incurred (where it is not clear from the receipt as to what the expenditure relates, please note on the receipt the item(s) purchased);
- a record of money received and to what it relates (i.e. number of young people @ £x);
- if paying for items from cash received (as opposed to asking for a cheque from the YPOK account), it is particularly important to ensure that an accurate record is kept and all associated receipts are retained;
- all transactions and any book-keeping in relation to an event should be completed within a reasonable timescale (i.e. 10 days from the date of the event).

If there is anything about which you are unsure, do not hesitate to ask the Treasurer of Youth Sub-Committee.

Treasurer, Youth Sub-Committee