

THE WHITTINGTON HOSPITAL CHARITABLE FUND

FUND MANAGEMENT HANDBOOK

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1. INTRODUCTION

The Whittington Hospital NHS Trust Charitable Fund is a registered charity. Its purpose is to accept, hold and administer any property on trust for all or any purposes relating to the Whittington Hospital services, including education and research, or to any other part of the Health Service associated with the Whittington. The charity includes the Whittington Hospital Medical Education Charitable Fund, which was transferred into the Hospital Charitable Fund under a deed of trust in October 2001.

Corporate Trustee

The Trust Board acts as Corporate Trustee for the charity. The Board is accountable to the Charity Commission and must ensure that all legal and procedural requirements are met.

Delegation to fund-holders

The Trustees delegate day-to-day administration of special purpose funds to relevant, senior hospital employees or people with joint contracts of employment with the hospital and the university. These fund holders work within a framework of rules and policies set down by the Trustees.

Fund holders are responsible for ensuring that the funds are used in accordance with the donors' wishes and the objects of the charity. They have to consider the funds held and devise suitable plans for expenditure and annually they must complete a report for the Trustees explaining the benefits the fund has brought to their particular area and the plans they have for the future.

General Purpose Funds, Restricted Funds and Departmental Funds

The charity administers in excess of 75 funds under one umbrella charity registration. Most of these funds have been built up from donations to specific wards or departments. The postgraduate medical education funds relate to specific fields of education and training. A few of the funds were tightly defined by their original deed of trust and are therefore deemed to be "restricted" in purpose. Each fund has written "objects" which define how the money can be applied. Please contact the Charity Finance team if you need information about the wording of the objects of any of the funds.

The Appeal Fund

The Trustees have decided that the hospital's fundraising efforts should be concentrated on a single appeal at any one time. There have been four appeals in recent years, the most recent being the Building for Babies Appeal, raising funds for the Neonatal Unit. The Appeal Fund is set up as a restricted fund within the umbrella charity.

Applicability of the Trust's Standing Financial Instructions (SFIs) to charitable funds (funds held on trust)

SFI 29.3 deals with the applicability of Standing Financial Instructions to funds held on Trust, and states that "in so far as it is possible to do so, most of the sections of these Standing Financial Instructions will apply to the management of funds held on trust." Specifically, SFI 17.16 deals with the applicability of SFIs on tendering and contracting to funds held on trust and states that "these instructions shall not only apply to Exchequer funds but also to works, services and goods purchased from the Trust's trust funds." The over-riding principle is that the integrity of each Trust must be

maintained and statutory and Trust obligations met. Materiality must be assessed separately from Exchequer activities and funds.

The objective of this handbook is to provide comprehensive advice to fund holders and to those involved in the administration of charitable funds, as to how the Trust's policies and procedures should be applied.

2. FUND ADMINISTRATION

2.1 Opening a new fund – it is at the Trustees' discretion as to whether a new fund can be opened. As a general rule a new fund will only be created if there are no existing funds to which the income can be credited.

2.1.1 Each fund requires at least two senior staff to take responsibility for the proper management of the fund. Normally at least one fund holder will be a Director of the Trust. The fund holders must have a contract of employment with the NHS Trust.

2.2 Ceasing to be a fund holder - the Trustees will cease to delegate their authority to a fund holder if there is evidence that any of the regulations in this document are not met. In such cases the Trustees will either take direct control of the fund or delegate authority to an alternative member of staff.

2.2.1 If a fund holder retires from or leaves the employment of the Whittington he/she will cease to be a fund holder. Funds can not follow a former fund holder to a new employer.

2.3 Annual Planning and Review Process

Each year fund holders are required to give details of their plans for the charitable expenditure of the fund. These plans will be presented to the Business Planning group, to ensure consistency and congruence with the Trust's plans. At the end of each financial year, fund holders are required to present a report outlining how the fund has met its objects and what benefits have been achieved with the fund's support. These plans will be presented to the Audit Committee and summarised in the Charity's Annual Report.

2.4 Closing Funds - if funds are not being spent, and there are no realistic plans for expenditure, or if the Trustees believe that funds are not being used to the best advantage because of a lack of application on the fund holders part, or there has been no expenditure for two years or more without good reason, they will take charge of the funds. Where the Trustees consider it appropriate, new fund holders will be appointed.

2.5 Investment of funds – the charity will invest money in accordance with the approved investment strategy and policy (under review as at January 2009). Interest will be added to the funds at the end of each financial quarter. Gains or losses on the revaluation of the investment portfolio (both realised and unrealised) will not be automatically distributed between the funds, but will be held in a revaluation reserve. The application of funds in this reserve will be periodically reviewed by the Trustees.

2.6 Administration Charge – the costs of the administration and accounting services will be apportioned across the funds.

3. INCOME

3.1 Who to make cheques payable

All cheques should be made payable to: -

“The Whittington Hospital NHS Trust Charitable Fund. “

3.2 Paying in donations

The acceptance of money by the charity is entirely at the Trustees' discretion, they will only accept contributions that are made towards the charity's objects. All monies paid into the charity's account must be accompanied by correspondence from the donor setting out any conditions imposed, if there is doubt as to whether the gift falls within the terms of the trust, or there are concerns about any conditions attached, the Fundraising Office or the Charity Finance team should be consulted prior to acceptance.

3.2.1 Receipt books are issued to all wards and departments and a receipt should be issued to all donors.

3.2.2 Cash and cheques received by staff must be delivered in person to the cash and banking office, who will issue a till receipt.

3.3 Regular donations – Standing Orders and Direct Debits

These can be set up by contacting the Charity Finance team.

3.4 **Gift aid** - donors who are UK taxpayers can make donations using the gift aid scheme. The Inland Revenue will give the charity 25p for every £1 donated provided that the donor is able to confirm that they wish this to be done and that they have paid sufficient tax to cover the charity's claim. The additional money will be credited to the same fund as the original donation so Fund holders should make every effort to encourage donors to give in this manner. Details of the donor's address and their gift aid declaration need to be obtained when the donation is received. The donor's tax position is not affected unless they pay tax at a higher rate, in which case they are able to claim personal tax benefits.

3.5 **Thanking donors** – when a donation is sent directly to a fund holder or department, the fund holder can acknowledge the donation and thank the donor as they see fit.

All donors whose donation is processed through the Fundraising Office receive a letter of thanks from the Fundraising Administrator.

3.6 Donor Strategy database

A database of donors to the main Appeal is maintained by the Fundraising Office. On a twice-yearly basis this should be compared to the record of income received, as recorded in the accounts maintained by the finance department, to ensure that all pledged income is in fact received.

3.7 **Fundraising** – the Trustees employ professional fundraising staff to raise money for the current hospital Appeal, not for general or departmental funds.

A fundraising information pack is available on request, providing advice and information to members of staff who wish to raise funds for a departmental fund.

Use of the charity's name and registered charity number must be approved in advance by the Fundraising Department. Any fundraising, marketing or PR undertaken by hospital staff or volunteers on behalf of a charitable fund must be approved in advance by the Fundraising Department. All fundraising activities must follow the Institute of Fundraising codes of practice.

3.8 Trading Activities – Fees Charged

The charity takes the view that where NHS Trust staff are engaged in generating income by providing services, the income should be paid to the Trust as it is normally the hospital's facilities or time that is being used. If a fund holder considers that the income should come to the charity they should discuss this with a senior member of the Charity Finance team.

3.9 Trading activities – Sale of Goods

The charity's current level of "non-primary purpose trading" (eg the sale of Whittington tea-towels) is below the threshold at which tax becomes payable and at which the charity would be required to create a trading subsidiary company. However, this needs to be kept under review. Any fund holder who wishes to undertake any trading activity to raise funds should first contact the Fundraising Office and the Charity Finance team.

3.10 Trading activities – Education courses

Running training courses for paying participants is deemed to be "primary purpose trading" for any charity whose objects include the provision of education and training. Therefore, a fund which is specifically set up with education as its object can undertake profit-making educational activities, providing the profits are used directly to support the objects of the fund. See 4.13

3.11 Income from private patients' fees, consultancy etc

All payments to the charity must be a matter of voluntary donation. If a member of staff wishes to donate to the charity fees from private patients or from other private work, such as consultancy, they should contact the Charity Finance team to discuss the arrangement. Tax relief can be obtained by making such donations under the Gift Aid Scheme. If a clinician donates personal fees to a charitable fund, they must provide a declaration that this has been appropriately disclosed to HMRC.

3.12 Income from clinical trials or commercial research

The charity is not allowed to administer clinical trials or commercial research funds e.g. trials of drugs or equipment, nor accept any income from companies as payment for a service that has been provided. These research activities must be operated through the hospital's exchequer funds.

3.13 Income for Research

Charitable research funds can be held by the charity, for example where a donor makes a gift to be used for research.

3.14 Legacies

When the charity receives income from a legacy, if the terms of the will do not specify a particular area of service or research to be benefited, the money will be credited to the General Fund. If the bequest is for a significant sum, a specific fund may be created within the General Funds to enable the application of the bequest to be separately recorded.

If the terms of the will specify a particular department or fund, the money will be credited to the most appropriate fund. If the bequest is for a significant sum the fund holders will be asked to identify how they intend to apply the legacy within the fund's objectives.

4. EXPENDITURE

4.1 General

- 4.1.1 Expenditure from these funds is the legal responsibility of the Trustees who must ensure that it is in accordance with the charitable objectives and the purpose of the fund.
- 4.1.2 There are also additional requirements that need to be fulfilled to ensure that expenditure remains charitable and has charitable status for tax purposes.
- 4.1.3 All claims need to be authorised by two fund holders, one of whom must be a Director of the Trust
- 4.1.4 A framework to help fund holders administer expenditure from the funds correctly is given below. Detailed Financial Procedures can be found at Appendix 1 to this handbook.

4.2 Ordering goods

The charity requires that all expenditure be made via the hospital's procurement systems (the EROS system), with certain specific exceptions. (see Financial Procedures section A9.3). All procurement must comply with the Trust's SFIs to ensure best value and is fit for purpose, installed and maintained properly.

All purchases of medical equipment must follow normal Trust procedures and be approved by the Medical Physics department. All purchases of IT hardware and software must be approved by the IM&T department prior to procurement to ensure compatibility with the Trust's IT strategy and technical infrastructure.

Fund-holders need to complete the Expenditure Approval form and send it to the Charity Finance team, who then process all requisitions, orders and invoices for purchases from charitable funds. Fund-holders should not enter requisitions for charity-funded items on to the Eros system, this is managed centrally. See Financial procedures section A.

4.3 Quotations and Tenders

All procurement of goods or services must comply with the Trust's Standing Financial Instructions, which require written quotations or tenders to be obtained, so as to ensure the charity receives value for money. The number of quotations or tenders to be obtained depends on the value of the order; details are set out in the Procurement Plan Approval form. Waivers of SFIs can only be approved

by the Chief Executive and must be requested on the Procurement Plan Approval form. See section A8 of the detailed financial procedures.

4.4 Tax relief on goods ordered

VAT exemption can be achieved for most goods that are purchased that will contribute to treatment, research or diagnosis. When the Procurement Department raises an order in the name of the charity, they will raise and sign a VAT certificate to accompany the order. The supplier is then able to invoice the charity without charging VAT. In cases where VAT exemption is not possible, the Procurement Department will inform the fund holder so that they can take account of the commitment of the VAT amount from their fund balances.

4.5 Ownership and use of equipment

4.5.1 The equipment must be used solely for the purpose of the fund.

4.5.2 Fund holders should be aware that equipment purchased becomes the property of the NHS Trust and will be included on the hospital's Asset Register. It is the responsibility of the fund holder to keep records of the equipment purchased and to ensure that the assets are safeguarded.

4.6 EXPENSES

4.6.1 Original receipts will be required to support all claims.

4.6.2 Expenses must be claimed within three months of the cost being incurred.

4.6.3 All claims need to be authorised by two fund holders, one of whom must be a Director of the Trust. A fund holder cannot authorise payments to themselves, so the authorisation must be by two other fund signatories. (therefore a fund which makes payments of expenses to its fund holders must have a sufficient number of signatories to enable it to comply with this requirement). Authorising fund holders must satisfy themselves the claim was necessary. The claim shall not exceed the amount spent by the individual. Specific authorisation limits apply to the Postgraduate Medical Education funds (see detailed financial procedures paragraph A3)

4.6.3 Fund holders should remember that the funds are charitable and expenditure on accommodation, travel and subsistence should be reasonable, appropriate and not lavish. Expenses must fall within the charitable purposes of the fund.

4.7 Attending courses and conferences

If the object of a fund relates to the furtherance of education or research then the fund can usually be used to attend courses or conferences that relate to the charitable objects of the fund. In cases of uncertainty, please check with the Charity Finance team.

4.7.1 Any claims and expenses relating to attendance at a course or conference should be accompanied by a copy of the programme as well as receipts/invoices etc for the expenses and a copy of the completed hospital study leave

paperwork.

- 4.7.2 Payment in respect of accompanying friends or family members will not be met by the funds under any circumstances.

4.8 Travelling expenses - general

The sum paid shall not exceed the amount spent by the individual. In all cases individuals will be expected to support each claim with receipts and appropriate details of the journey, (the use of the word 'home' is not acceptable, as 'home to work' travel can not be reimbursed) and its purpose. Authorising fund holders must satisfy themselves that the claim was necessary.

4.9 Travelling expenses – motor, taxi, air and rail travel

- 4.9.1 Individuals using vehicles on an official journey shall be refunded all reasonable car parking, toll and ferry charges. There will be no reimbursement of parking or other motoring fines. Mileage allowances will be paid in accordance with current HMRC rates.
- 4.9.2 Taxi or cab fares shall be payable only in cases where such transport is reasonably required.
- 4.9.3 Travel by air shall be permitted if it is cheaper than other forms of travel or where it minimises time travelling or where travel by other means would reduce the effectiveness of the individual in the performance of their duties.
- 4.9.4 Air travel within Europe will be funded at Standard Class, but travel outside Europe that will take five hours or more may be at Business Class if the monies available will allow. First Class air travel will not be funded.
- 4.9.5 Airport parking will be reimbursed at the actual cost of parking at the airport.
- 4.9.6. First Class rail travel will not be permitted for journeys of less than three hours.
- 4.9.7 For material claims, eg involving international travel and hotel accommodation), an application for use of the charitable fund must be made before the expenses are incurred, with an estimate of the likely cost. In such cases, the authorised signatory may put a cap on the level of reimbursement.

4.10 Overnight accommodation/subsistence

- 4.10.1 The charity will not usually reimburse expenditure graded higher than a three star accommodation unless it has been agreed in advance and relates to a conference or meeting that is taking place in the accommodation.
- 4.10.2 The charity reimburses actual costs for overnight accommodation, meals and refreshments when supported by receipts. The charity does not pay subsistence rates.
- 4.10.3 Under no circumstances will expenditure for partners, friends and family be reimbursed.

4.11 Hospitality

Hospitality is not an appropriate expense for all funds, and a fund holder should be mindful of the charitable objects of their fund when deciding whether to pay hospitality costs.

4.11.1 In no circumstances will the costs of expenditure for partners, friends and family be reimbursed.

4.12 Lecturers Hospitality

Hospitality can be provided for visiting lecturers who provide educational value in connection with the purpose of the fund. If a lecturer is provided with hospitality instead of charging a fee, the costs should represent value for money...

4.13 Organising courses

Courses for Whittington staff, for which there is no charge, may be run by 'departmental' or course funds. Courses for which a charge is levied must be run by an educational fund (ie a fund whose specific objects relate to education). The 'profit' balance of course funds may only be used to meet the objects of that fund. Educational costs can include sending staff on courses or to attend conferences, pump-priming new courses, textbooks or subscriptions.

4.14 Study/personal development

Persons wishing to undertake a course of study that will be funded by a charitable fund must complete the hospital's study leave paperwork.

4.15 Research Expenditure

Charitable funds should only be spent on projects registered with the Whittington R&D Department.

4.16 Salaries

4.16.1 If a fund holder wishes to use a charitable fund to cover staff salaries (including work undertaken on the staff bank), they must contact the Charity Finance team to discuss the proposed appointment. No offer of employment can be made without the approval of the Trustees.

4.16.2 If the person to be employed is claiming self-employment status they will need to complete a self employment questionnaire. Until such time as the form has been completed and HMRC has confirmed self employed status, any payment will be made via payroll with tax and national insurance deducted.

4.17 Payments to individuals

The charitable fund will make a payment to an individual in one of two ways :

a) by cheque, where the payment is reimbursing the individual for expenses incurred, and the expenditure request is supported by valid receipts or travel claims;

b) by cheque, where the individual is claiming self-employed status, and this status has been confirmed by HMRC;

c) via the hospital's payroll, where the payment is a fee for services rendered and there is no evidence of self-employed status. This applies, whether the individual holds a contract of employment with the Trust, or not. In these cases, tax and national insurance contributions will be deducted, and the charitable

fund will bear the cost of the employer's national insurance contributions.

4.18 Building works/refurbishment

Departmental type special purpose funds can be used for building works and refurbishments that fall within the purpose of the fund and meet charitable objectives. All work must be carried out through the hospital's Estates Department.

4.19 Staff and Patient welfare

4.19.1 The objects of some funds, for example ward funds, encompass both patient and staff welfare. In deciding how to spend the money each year, fund-holders should be mindful of the need to achieve a balance between patient benefit and staff benefit. It would not be appropriate for the entirety of the fund to be used for staff benefit (unless the objects of fund are restricted specifically to benefiting staff).

4.19.2 The charity operates a scheme to send flowers to staff who are in hospital or who have had a baby. Please see details in the Financial Procedures paragraph A5.

4.19.3 In the case of patients, modest gifts for **all** patients entitled to benefit from the fund may be purchased at times of celebration, such as Christmas.

4.20 Subscriptions

Subscriptions fall into two categories: publications and subscriptions to institutions.

4.20.1 As long as the publication is related to the main objective of the fund it will qualify.

4.20.2 Institutions to which subscriptions are made must provide some form of educational assistance to the individuals and fall within the main objective of the fund.

4.20.3 No personal subscriptions will be made to professional bodies for membership.

4.21 Petty Cash

The charity does not hold a petty cash float, and all expenses will normally be reimbursed by means of a cheque. In some circumstances cash may be withdrawn from the bank to meet expenses – for example, the annual donations to each ward for Christmas decorations. See finance procedures section A12.

5 GENERAL

5.1 Conflicts of Interest

Fund holders must comply with the Trust's policy on disclosure of interests. In addition, all fund holders must disclose to the charity any interests relevant to management of their fund. This includes involvement in any body that is (or likely to) make donations or receive payment or any other benefit from the fund.

Fund holders should notify the charity if they (or any close members of their family) hold a position in any organisation donating to (or likely to donate to) or doing business with (or likely to do business with) the fund managed.

5.1.1 Although not an exhaustive list, positions with such organisations might include:

- Directorships in private companies or PLC's
- Ownership or part ownership of private companies, businesses or consultancies
- Majority or controlling shareholdings in organisations
- A post of authority in a charity or voluntary organisation

5.1.2 A conflict of interest may also arise where a fund holder's family members, or friends, are supplying services relevant to the fund's charitable object and the fund holder wishes to pay them from the fund. The fund holder should notify the charity of this in advance, if approved a fund holder that is not connected to the supply of these services must countersign the claim.

5.1.3 The charity will maintain a register of any fund holder interests.

5.1.4 In the event of the charity becoming aware of any breach of these provisions, a report will be made to the Director of Finance and/or the Trustees, who may decide that the person concerned should cease to be the fund holder. This step would be taken if a fund holder had put personal or other interests ahead of those of the fund in order to derive personal benefit at the fund's expense

5.2 Acknowledgement and publicity

The support of the charitable fund must be acknowledged where the fund has made a significant contribution to a project described in any publication, presentation or poster.

5.2.4 Any plans to use the charity's name or a fund name in any publication, website, mailshot or other vehicle must be approved by the charity in advance. This applies particularly to fundraising initiatives. Contact the Fundraising Office to discuss this.

5.3 Contacting the Charity

The following staff are involved in the administration of charitable funds, and can be contacted with any queries :

Fundraising & general charitable activities

Deborah Goodhart – Head of Communications

Marjorie Isabelle – Fundraising Appeal Manager

Charity Finance team - Accounting and payments

Enitan Akinyemi – Finance Manager

Eleanor Hellier – Assistant Director of Finance

Mahmud Hussain – Finance Assistant

Procurement

Laraine Backshall – Deputy Head of Procurement

Appendices

1. *Detailed Financial Procedures*
2. *Policy on Approval of expenses payable from Postgraduate Medical Education Funds – to be attached*
3. *Sample Expenditure Approval Form – to be attached*
4. *Declaration of self employed status*

DETAILED FINANCIAL PROCEDURES

A EXPENDITURE PROCEDURES

A1. All requests for expenditure must be accompanied by an Expenditure Approval form, signed by two authorised fund holders, one of whom must be a Director of the Trust.

Blank forms can be found on the intranet at Departments / Finance / Charitable Funds.

A2 The Charity Finance team will maintain a database of fund holders' names and a list of specimen signatures of all fund holders, and will only accept expenditure forms signed by authorised signatories. Where there is a change of fund holder (eg where the fund holder is acting ex officio and a new post holder comes into post), the charity finance team must be contacted with the new fund holder's details. Payment requests signed "pp" will not be accepted unless the fund holder has notified the charity finance team that their authorisation rights are delegated in their absence to the deputy.

A3 For expenditure from the Postgraduate Medical Education Charitable Funds, any item of expenditure above £1,000 must be approved by the Director of Medical Education. Any item over £10,000 must be approved by the CEO or his deputy. It is the responsibility of the signatories to satisfy themselves that the proposed expenditure is consistent with the objects of the charity.

A4 Expenditure from the General Fund

There are a number of standing items of expenditure which are met from the general purpose fund. These are :

- baby funerals
- staff ill health and maternity gifts
- corporate floral displays and corporate Christmas decorations
- ward decoration funds at Christmas
- staff achievement awards
- general fundraising management & legal costs
- pump-priming for new Appeals

Requests for other items of expenditure to be met from the general fund should be made to the charity finance team, and will need to be approved by the Chief Executive. Major items will need to be approved by the Trustees.

A5 Sickness and ill health gifts

This scheme provides for flowers to be sent to staff at home or in hospital. The form to be completed can be found on the intranet at Departments / Finance / maternity and ill health gifts. The completed form should be sent to the Charity Finance team.

A6 When an expenditure approval form is received by the Charity Finance team, they will check :

- a) That the request to spend is in line with the charitable objects of the fund.
- b) That the fund's balance is sufficient to cover the payment.
- c) That all signatures are from authorised signatories.
- d) whether the expenditure qualifies for VAT exemption.

e) that a SFI waiver has been completed, if required

A7 Once the checking is completed satisfactorily an expenditure approval number is issued (Axxxx for hospital charitable funds, PGxxxx for Postgraduate Medical Education funds).

A8. Quotations and Tenders

All procurement of goods or services must comply with the Trust's Standing Financial Instructions, which require written quotations or tenders to be obtained, so as to ensure the charity receives value for money. The number of quotations or tenders to be obtained depends on the value of the order; details are set out below.

Procurement	Value	SFI minimum requirement
Waiver of SFIs		Competitive quotes / tenders not required
Goods or services	Up to £1,000	One written quotation
Works or estates	Up to £5,000	One written quotation
Goods or services	£1,001 to £5,000	Two written quotations
Works or estates	£5,001 to £10,000	Two written quotations
Goods or services	£5,001 to £29,999	Three written quotations
Works or estates	£10,001 to £29,999	Three written quotations
	£30,000 to £99,695	Three written tenders
Goods or services	> £90,319	EU procurement procedures

Waivers of SFIs should be applied for on the Procurement Plan Approval form. This needs to be signed by the appropriate Executive Director and vetted by the Director of Finance before being sent for approval by the Chief Executive. All SFI waivers are reported to the Audit Committee.

A9. Ordering

A9.1. If the supplier and product are already set up on Eros, the finance team will enter the requisition. It will be authorised by the Finance manager or the ADF, which will then initiate an official order to be raised.

A9.2. If the supplier or product do not currently exist on Eros, a copy of the expenditure approval form will be passed to the Deputy Head of Procurement who will enter the requisition. The requisition will be authorised by the Finance manager or the ADF and the order will then be raised.

A9.3. The only expenditure items which are not processed via Eros should be :

- funeral costs (cemetery fees and funeral car hire) which are booked by the Mortuary staff
- staff maternity and ill health gifts which are ordered by fax by the charity finance team
- reimbursement of expenses to individual members of staff
- other exceptions as agreed in advance by the Charity Finance team, where processing a requisition and official order would not have any control advantages

Using the Eros procurement system will ensure that a proper audit trail is maintained and that official ordering and receipting procedures are followed, to enable the Trustees to fulfil their responsibility for appropriate management and control of the funds.

A9.4. The original copy of the expenditure approval form is kept in the pending file awaiting the invoice.

A9.5. When the goods or services are received they must be receipted on the Eros system. This receipting is usually carried out in the Supplies Store for most goods received, or in the Medical Physics department in the case of medical equipment. If goods or services are received directly by the fund holder, they should immediately contact the Charity Finance team, to confirm receipt.

A10. Payment of Invoices

A10.1 Invoices will normally be sent to the Hospital payments team directly by the suppliers. The Payments team will check that the goods have been receipted and will then pass the original copy of the invoice to the Charity Finance team.

A10.2 Invoices for goods / services not ordered through Eros should be passed to the Charity Finance team as soon as they are received. The invoice should be signed to indicate that the goods or services have been received.

A10.3 Invoices will be entered onto the Charitable Fund AP system as soon as they have been authorized for payment.

A10.4 A payment run will be made usually once a week, and all authorised invoices will be paid.

A10.5 When the cheques have been produced, they must be signed by one authorised cheque signatory. No cheque can be signed by someone who has authorised the associated expenditure approval.

A10.6 In cases of urgency – as determined by the Charity Finance team - a manual cheque may be drawn. This must be signed by two authorised cheque signatories, and posted to the financial ledger immediately by means of a cash book journal.

A10.7 When a cheque is required to be sent with the order, the official order (white copy) should be sent to the supplier together with the cheque, the remittance advice and any other paperwork required eg course application form).

A10.8 Invoices and other paperwork will be filed with the payment batch documentation. (NB Up until August 2008, payment documentation was filed in A number or PG number order, but from August 2008 onwards, when the E-financials AP system replaced the previous manual cheque system, paperwork is filed by payment batch).

A10.9 Refer to the E-financials procedure notes for details of the processing of invoices and payments.

A11. Season Ticket Loans

A11.1 Loans are available to staff on permanent contracts who have worked for the Trust for at least 6 months.

- A11.2 The application form can be found on the intranet at Departments / Finance / Forms / Annual Season Ticket Loan form. The application should be completed by the member of staff and signed by their line manager. The loan agreement should be signed by the member of staff.
- A11.3 The forms should be sent to the Charity Finance team at least two weeks before the new ticket is due to start.
- A11.4 The Charity Finance team will check the details on the form, and check that the previous application is at least 12 months previously. The finance manager or ADF will sign the loan agreement and the memo to the payroll manager.
- A11.5 The original application and a copy of the loan agreement is sent to the Payment Team.
The original loan agreement and the memo should be sent to Payroll.
- A11.6 Copies of all documents should be kept in the season ticket loan request folder.

A12. Petty Cash

The charity does not hold a petty cash float, and all expenses will normally be reimbursed by means of a cheque. In some circumstances cash may be withdrawn from the bank to meet expenses – for example, the annual donations to each ward for Christmas decorations.

If a fund holder requires access to petty cash, they should contact the Charity Finance team at least one full working week before the cash is required. Petty cash can only be provided in circumstances where payment by cheque is not possible. The fund holder will need to complete an appropriately authorised Expenditure Approval form, and receipts will need to be provided in support of any expenses claimed.

B. INCOME PROCEDURES

Donations

- B1 Wards and departments are issued with a 4-part receipt book. ALL donations must be acknowledged by a completed receipt, which must be signed by the member of staff receiving the donation, and by the donor (unless he/she wishes to remain anonymous).
- B2 The donor may express a specific purpose for the donation in the box provided. Otherwise the donation will be paid into the general-purpose fund. Where possible donors should be encouraged to donate to a general purpose, unless the donor has strong views on a particular purpose.
- B3 The receipts are in four-part stationery: the top (white) copy must be given or sent to the donor, as receipt for the donation.
- B4 The donation together with the remaining 3 parts of the receipt must be taken to the cash & banking office.

B5 A printed receipt (from the Cash Receipting System) will be issued to the member of staff as acknowledgement by the cash & banking office, which will be cross-referenced to the donor's receipt.

B6 Cash and cheques should not normally be retained on wards, except out of normal office hours. In these circumstances the cash/cheques should be kept in a locked drawer/cupboard and taken to the cash & banking office at the earliest opportunity. (hours of business 9 am to 4.30 pm Monday to Friday)

B7. Ward Managers are advised to keep a record of the running total of donations received for their area. The receipts issued by the Cash & Banking office should be filed with the donation records.

Income for courses

B8. Course application forms are sent out by the Postgraduate Centre and payment is usually received by the Centre with the course booking form.

B9. Cash and cheques received in the Postgraduate Centre must be taken promptly to the Cash & banking Office, no less frequently than once a week. A summary sheet should be completed, detailing all the receipts to be banked. A separate summary sheet should be use for each fund eg Colposcopy, GP Study Days, general Postgraduate Fund.

B10. The course details and date, and the name of the individual payer should be entered onto the CRS as narrative, as the Postgraduate Centre receives many payments of an identical amount.

B11. The Cash & banking office will produce a computerized till receipt for the monies banked.

B12. The Postgraduate Centre administration staff should keep records of all course fees received for each training course.

B13. Each training course has an income and expenditure budget, against which the actual course income and costs are monitored. The transaction details entered into the accounting system must be sufficient to enable course-level information to be reported and analysed.

