

Cuidiú Branch Finance How To Guide

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1. POINTS TO REMEMBER

1. All hosts and Committee Members **MUST** be formal paid up Cuidiú members for insurance purposes.
2. Expenses **MUST NOT** be paid out of takings but must be claimed separately.
3. Receipts **MUST** be provided for all expenses including Petty Cash.
4. As only receipted expenses may be claimed, unfortunately payments to hosts for home based coffee mornings / afternoons are **NOT** permitted.
5. Committee Members who deal with sensitive data (Chair / Treasurer / Membership Secretary) must have formal Cuidiú email addresses which can be passed from person to person as their involvement with Cuidiú Changes. Personal email addresses may not be used.
6. When emailing National, ensure that you detail your Branch in the subject line and state the reason for the email (eg, '*CORK – Expenses to be paid*' or '*CORK – Income Form*')
7. National Contact Details are:
 - Branch Rep Team - branchteam@cuidiu.ie
 - Finance Team - branchfinance@cuidiu.ie

Cuidiu National - Administrative Council		
ROLE	NAME	EMAIL
ANT Rep	Tara Durkin / Sarah McCann	antenatalrep@cuidiu.ie
Branch Rep	Alexie Ui Laoghaire	branchrep@cuidiu.ie
Breastfeeding Rep	Paula Tahaney (DIRECTOR)	breastfeedingrep@cuidiu.ie
Chair	Liz Mc Govern	chair@cuidiu.ie
Events	Sara-Jane Kickham (DIRECTOR)	events@cuidiu.ie
Governance	Liz Mitrow (DIRECTOR)	governance@cuidiu.ie
Membership	Melanie Grace (DIRECTOR)	membership@cuidiu.ie
Newsletter	Aoife Deasy (DIRECTOR)	newsletter@cuidiu.ie
P2P Rep	Lara Henry	parentsupport@cuidiu.ie
President	Catherine Wells	president@cuidiu.ie
Secretary	Mary McInerney (DIRECTOR)	secretary@cuidiu.ie
Treasurer	Fiona Corry	treasurer@cuidiu.ie
Web Rep	VACANT	website@cuidiu.ie

8. National Bank accounts are:
 - AIB account / IBAN IE14AIBK93226403355059 / BIC AIBKIE2D
 - BOI account / IBAN IE08BOFI90418168022839 / BIC BOFIE2D
 - PTSB account / IBAN IE51IPBS99070936194189 / BIC IPBSIE2D

2. EVENT ATTENDANCE (Sign In's)

Event Attendance sheets must be used for all Cuidiú Events whether money is taken or not, the only exceptions to this rule are events which are outside, such as a walk or a picnic.

If money is taken, an Event Attendance sheet must always be used.

Use as many sheets as needed.

		December 2017																																							
		<table border="1"> <tr> <th colspan="2">EVENT DONATION</th> </tr> <tr> <td>Per Member</td> <td>€</td> </tr> <tr> <td>Per Non Member</td> <td>€</td> </tr> </table>		EVENT DONATION		Per Member	€	Per Non Member	€																																
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<p>Event Attendance</p> <p>This Event Attendance sheet must be used for all Cuidiú events even if no moneys are taken. Completed sheets to be signed by the Host and by a Committee Member. Hard and electronic copies must kept by Branch. Hosts / Coordinators MUST be formal Members for Insurance Purposes.</p>																																									
<table border="1"> <tr> <th colspan="5">EVENT DETAILS</th> </tr> <tr> <td colspan="2">Branch:</td> <td colspan="3">Date:</td> </tr> <tr> <td colspan="5">Event Name:</td> </tr> <tr> <td colspan="5">Host / Coordinator Name and Contact No:</td> </tr> <tr> <th></th> <th>NAME</th> <th>PHONE NO</th> <th>NAMES & AGES OF CHILDREN</th> <th>MEMBER (Y/N)</th> <th>PAID €</th> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				EVENT DETAILS					Branch:		Date:			Event Name:					Host / Coordinator Name and Contact No:						NAME	PHONE NO	NAMES & AGES OF CHILDREN	MEMBER (Y/N)	PAID €	1						2					
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1. Step 1 - At the event, the HOST should:

1. List the event fees (donations) in the box at the top right of the form.
2. Supervise population of Attendance Sheet and collect payments during the event.
3. Check that the information has been filled in correctly by the attendees.
4. Add up the funds taken and write the amount in the TOTAL box.
5. If there is a discrepancy between the TOTAL taken and the amounts written in the PAID boxes, add a brief note on the sheet listing the imbalance and add your initials. (eg, *'Total is €1.50 less than monies listed on form'*)
6. Sign the form as prompted.
7. Pass the form and the monies taken to a COMMITTEE MEMBER*.
 - a. If a Committee Member is not in attendance at the event, or is not readily available to sign the hard copy of the form, take a photo of the form and email it to your Branch Treasurer who can sign as a fellow committee member. Ask the Branch Treasurer to confirm how they will collect the money from you.

2. Step 2 - The COMMITTEE MEMBER* should:

1. Double check that the information has been filled in correctly by the attendees.
2. Double check the sum of the funds taken the amount listed in the TOTAL box.
3. Check any discrepancies noted and add your initials to confirm you are in agreement.
4. Counter sign the form as prompted.
5. Pass the form and the monies taken to the BRANCH TREASURER*.
 - a. If the Branch Treasurer is not available to sign the hard copy of the form, take a photo of the form and email it to your Branch Treasurer. Make arrangement with the treasurer to meet up to hand over money.

3. Step 3 - Upon receipt of the Form / Funds the BRANCH TREASURER* should:

1. Check that the form has been signed by the Host and countersigned by another Committee Member – if the form has not already been counter signed:
 - a. Double check that the information has been filled in correctly by the attendees.
 - b. Double check the sum of the funds taken the amount listed in the TOTAL box.
 - c. Check any discrepancies noted and add your initials to confirm you are in agreement.
 - d. Counter sign the form as prompted.
2. Add a line item to the Income Form in readiness for payment to National.
3. Hold the cash takings from the event in readiness for transfer to National.

4. Step 4 - Audit Time:

1. At Audit Time, National Finance will ask to see electronic or hard copies of the Event Attendance Forms.
2. You may find it useful to send all forms to a separate Audit email address to make this process easier at Audit Time. (ie, create an audit account for your branch called 'cuidiucorkaudit@gmail.com').

5. * If you do not have a formal Committee:

1. In all smaller Groups, there should be someone in a position of 'authority' who can countersign the Form, they are by default the Committee Member for the Groups. If you do not have someone for any reason, or if this person is the same as the host, simply email a copy of the Form to your Branch Rep at branchteam@cuidiu.ie who will countersign on your behalf.
2. Add a line item to the Income Form in readiness for payment to National.
3. Hold the cash takings from the event in readiness for transfer to National.

Go to [Income](#) Section.

3. INCOME

Income forms are to be used to lodge all income from Branches to National.

Use as many sheets as needed.

		December 2017	
		<h2 style="margin: 0;">Branch Income Form</h2> <p style="margin: 0; font-size: small;">This Income form must be used for all Cuidiú Income and should be populated by a Committee Member. Completed sheets to be emailed to the National Finance Team on branchfinance@cuidiu.ie.</p>	
CONTACT DETAILS			
Branch:		Date:	
Name:		Position on Branch:	
INCOME DATE	INCOME DETAILS	AMOUNT €	

1. Step 1 - When completing an Expense Form, the COMMITTEE MEMBER or BRANCH TREASURER* should:

1. Populate the information on the form as directed.
2. You may list multiple events on one Form.
3. As a guide, Funds taken and the related Income form(s) should be paid in / submitted to National on a monthly basis however variations to this are acceptable with prior agreement.
4. When ready, pay the income as listed on the form into one of the National Accounts and send National the Form advising that Income has been paid in from your branch. CC your BRANCH TREASURER.

2. Step 2 - Audit Time:

1. At Audit Time, National will ask to see electronic or hard copies of the Branch Income Forms.
2. You may find it useful to send all forms to a separate Audit email address to make this process easier at Audit Time. (ie, create an audit account for your branch called 'cuidiucorkaudit@gmail.com').

3. * If you do not have a formal Committee:

1. In all smaller Groups, there should be someone in a position of 'authority' who can complete the Form, they are by default the Committee Member for the Groups.
2. Populate the Income form as detailed above.

4. EXPENSES

Expense forms must be used for all Cuidiú Expenditure which is to be reimbursed to an individual.

Use one Form per individual to be reimbursed.

Expenses such as Venue Hire which will be invoiced and then paid directly to the 3rd party should be detailed on an expense form.

CLAIMANT DETAILS	
Branch:	Date:
Name:	Phone:
Position on Branch / Committee:	
Email:	
IBAN:	BIC:
DETAILS	AMOUNT €

All expenditure, other than incidentals (tea, coffee, etc), must be pre-approved by the Branch Committee, or if not available, a person appointed by the Finance Committee to act on their behalf. The approval needs to be explicitly given and documented e.g. minutes, email, FB group discussion. Regular venue-hire costs e.g. recurring events such as swimming only need to be approved annually.

For Travel Expenses - Always try to ensure that you carpool to reduce the expense for Cuidiú as a whole. Clearly outline the event, number of travellers and distance travelled on the expenses form. Branches may have additional specific guidelines or restrictions related to travel costs, so please ensure all costs expected to be reimbursed are pre-approved by the committee.

As a general guideline, the following costs will not be reimbursed:

- Childcare for attending Cuidiú events
- Alcohol purchases

Expenses must be claimed back within 3 months of being incurred (unless an exception is previously agreed in writing with local Branch Committee). Claims for less than €20 can be processed through Petty Cash.

1. Step 1 - When completing an Expense Form, the CLAIMANT should:

1. Populate the information on the form as directed.
2. Ensure all receipts are provided.
3. Sign the Form and pass to a COMMITTEE MEMBER* for Counter Signing.
 - a. If a Committee Member is not available to sign the hard copy of the form, take a photo of the form and receipts and email them to a COMMITTEE MEMBER *.

2. Step 2 - Upon receipt of the Expense Form and receipts, the COMMITTEE MEMBER* should:

1. Check the Receipts against the monies claimed to ensure they match.
2. Ensure that all expenses are in keeping with the Expenses Policy (to be provided).
3. Sign the Form and pass to the BRANCH TREASURER for Processing.
 - a. If the Branch Treasurer is not available to sign the hard copy of the form, take a photo of the form and receipts and email them to your Branch Treasurer.
4. If you received the form via email, simply forward the same (ensuring that the attachments remain on the email) to the Branch Treasurer stating that you authorise this claim.

3. Step 3 - Upon receipt of the Expense Form and receipts, the BRANCH TREASURER should:

1. Double Check that all expenses are in keeping with the Expenses Policy (to be provided).
2. Sign the Form and take a photo of the form and receipts and email them to branchfinance@cuidiu.ie ensuring that you list the name of your Branch in the subject along with "Expenses for payment".

3. If you received the form via email, simply forward the same (ensuring that the attachments remain on the email) to branchfinance@cuidiu.ie stating that you authorise this claim - ensure that you list the name of your Branch in the subject along with *'Expenses for payment'*.

4. Step 4 - Audit Time:

1. At Audit Time, National will ask to see electronic or hard copies of the Event Attendance Forms.
2. You may find it useful to send all forms to a separate Audit email address to make this process easier at Audit Time. (ie, create an audit account for your branch called *'cuidiucorkaudit@gmail.com'*).

5. * If you do not have a formal Committee:

1. In all smaller Groups, there should be someone in a position of 'authority' who can countersign the Form, they are by default the Committee Member for the Groups. If you do not have someone for any reason, or if this person is the same as the host, simply email a copy of the Form to your Branch Finance Team at branchfinance@cuidiu.ie who will countersign on your behalf.

5. PETTY CASH

Petty Cash may be used for transactions of less than €20.

National do advise that Petty Cash should only be used by those Branches who deem it necessary.

€500 is the maximum Petty Cash Pot at any given time.

It is strongly recommended that your Branch Treasurer takes responsibility of your Petty Cash.

Each Branch should determine their set Petty Cash Pot which should remain consistent. So if your branch has a €200 Petty Cash Pot, the cash balance plus the receipt totals should always add up to €200. This is called an 'Imprest system' and any discrepancies need to be flagged to National.

1. Step 1 - When Initially requesting a Petty Cash Pot, the BRANCH TREASURER should:

1. Populate an expense form for the required amount, on receipt of the funds, the treasurer can then draw the money out of their bank and sign it into the Petty Cash Pot using a new Petty Cash Form.

2. Step 2 - When completing a Petty Cash Form, the BRANCH TREASURER should:

1. Ensure that the claimant has a valid receipt and the transaction is for less than €20
2. Populate the form as prompted, ensuring the recipient initials in the relevant column to indicate they have received the funds.
3. When the funds run low, request a balance top up, using an Expense Claim form. At this point, detail the closing balance on the Petty Cash Form, sign and date and send along with relevant receipts to National at branchfinance@cuidiu.ie.
4. A New Petty Cash From can then be used with the new starting balance which should add up to your Total Pot.

3. Step 3 - Audit Time:

1. At Audit Time, National will ask to see electronic or hard copies of the Petty Cash Forms and related receipts.
2. You may find it useful to send all forms to a separate Audit email address to make this process easier at Audit Time. (ie, create an audit account for your branch called 'cuidiucorkaudit@gmail.com').

4. * If you do not have a formal Committee:

1. In all smaller Groups, there should be someone in a position of 'authority' who can take responsibility of the Petty Cash process and Form, they are by default the Committee Member for the Groups. If you do not have someone for any reason, contact your Branch Finance Team at branchfinance@cuidiu.ie who will advise.


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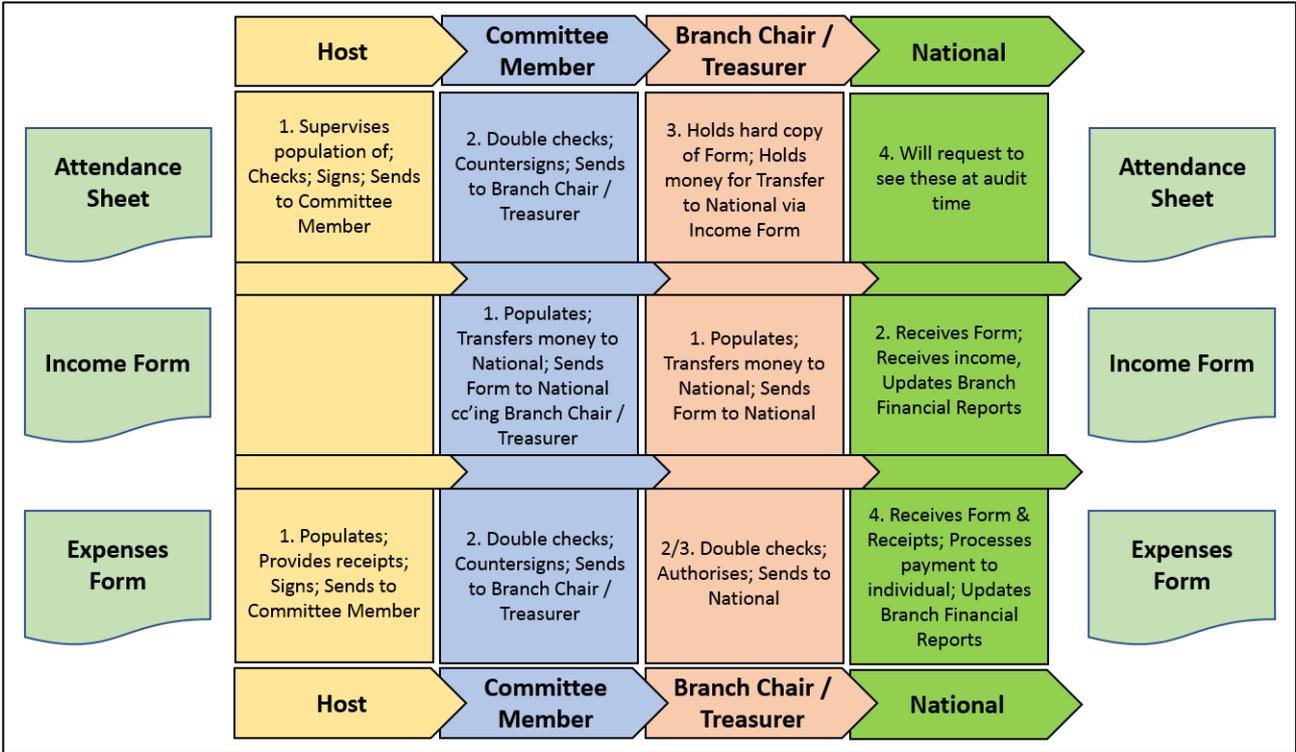
Branch Petty Cash Form

This Petty Cash Form must be used for single cash transactions of less than €20
A New form should be used each time the Petty Cash is topped up.
**** RECEIPTS MUST BE PROVIDED FOR ALL PETTY CASH CLAIMS ****

Completed sheets with the associated receipts to be emailed to the National Finance Team - branchfinance@cuidiu.ie.

CONTACT DETAILS					
Branch:		€ Added to Petty Cash:			
Name:		Starting Balance Date:			
Position on Branch:		€ Starting Balance:			
DATE	PAID TO	DETAILS	RECEIPT AMOUNT €	BALANCE €	RECIPIENT INITIALS

6. PROCESS VISUAL



END