

**THE IRISH PILGRIMAGE TRUST**

Charity Registration Number 2009953  
Revenue Number CHY 5992

01 April 2022

# FINANCE POLICY & PROCEDURES



Date	Version	Description	Author	Approved
01/04/2022	1.0	Fundraising Policy - Adopted	B Connolly	Board of Trustees
		Review Date – AGM 2023		

Bernadette Connolly  
THE IRISH PILGRIMAGE TRUST

**Charitable Purpose**

**Objects**

We bring people with additional needs on pilgrimage holidays to Lourdes and on holiday in Ireland and we fundraise to cover their costs

## INDEX of CONTENTS

<b>Paragraph</b>	<b>Page No.</b>
<b>Statement</b>	<b>2</b>
<b>INSURANCE</b>	<b>2</b>
<b>Garda and PSNI Permits for Collections</b>	<b>2</b>
<b>Cash &amp; Non-Cash Handling</b>	<b>3</b>
<b>POST</b>	<b>3</b>
<b>Accounts</b>	<b>3</b>
<b>Reserves Policy</b>	<b>3</b>
<b>Grants</b>	<b>4</b>
<b>Charitable Donations Scheme</b>	<b>4</b>
<b>Other Income / Merchandise Income</b>	<b>4-5</b>
<b>Ring of Kerry Gear Income</b>	<b>5</b>
<b>Funds Raised by Volunteers</b>	<b>5</b>
<b>Funds Raised by Biennial Cycle</b>	<b>6</b>
<b>Bequests</b>	<b>6</b>
<b>Volunteers Fares</b>	<b>6</b>
<b>Expenditure</b>	<b>7</b>
<b>Wages &amp; Salaries</b>	<b>7</b>
<b>Travel and Subsistence Expenses Policy</b>	<b>7-8</b>
<b>Debit Card / Credit Card Payments</b>	<b>8</b>
<b>Banking – Including Payments and Loans</b>	<b>8-9</b>
<b>Loans</b>	
<b>Investment</b>	<b>9</b>
<b>Stock</b>	
<b>Fixed Assets</b>	<b>10</b>
<b>Other</b>	<b>10</b>
<b>Appendix 1 – Copy of EXPENSE SHEET - Blank</b>	<b>11</b>
<b>Appendix 2 – Copy of EVENT FUNDRAISING RECORD 2022</b>	<b>12</b>

# The Irish Pilgrimage Trust

## Finance Policy and Procedures

This policy has been developed in line with the Charities Regulator Governance Code and will be reviewed annually by the Board of Trustees along with other policies required under the Governance Code.

### Insurance

The Trust holds adequate insurance required to carry out its charitable purpose as follows:

Combined Insurance including property damage, business interruption and money cover. Volunteers are covered under Trust Insurances. The Trust holds the following insurances:

Public Liability Insurance

Employer Liability Insurance

Personal Accident

Directors and officers

Charity Run/Organised Events: When a fundraising event is being held by volunteers of the Trust, our insurance brokers are informed in advance. All volunteers are aware of fundraising events which would not be covered by insurance and the Trust volunteers do not organise such events.

Third Party Events: Members of the public, groups or companies organising fundraising events or activities on behalf of the Trust without direct input from the Trust are not covered as these are considered Third Party events.

### Garda and PSNI Permits for Collections

- Garda and PSNI permits are required for cash and for non cash collections from the public in any public place or places or by house to house visits.
- An application for a collection permit must be made in writing in the prescribed form to the Garda Division that is local to the proposed collection. Garda permits are handled by the Garda Division rather than local Garda Stations.
- The application system for PSNI permits is also done locally through the PSNI.
- Trust volunteers always hold a Garda Permit for any public collections being done to raise funds for the Trust activities including Church Gate Collections, street collections etc.
- Volunteers must inform the office of the intended fundraiser and send a copy of the permit to the office.
- When the collection is completed and funds are counted and lodged, volunteers complete an Event Fundraising Record (See Appendix 2) including the permit number and this is sent to the office along with a copy of the lodgement slip.
- This is checked by the National Co-ordinator against the bank statement.

## Cash and Non-Cash Handling

- Cash received is collected and counted by two individuals and an Event Fundraising Record (See appendix 2) is signed by both and sent to the administration office.
- Cash is counted in a secure environment and is held in a secure place until it is possible to bank it.
- Cash is lodged in the bank as soon as possible after the fundraising event. A copy of the lodgement slip is sent to the administration office with the completed Event Fundraising Record.
- Deductions are not made from cash received. Expenses (if incurred in fundraising) are met by the charity after receipt of the cash.
- Donors are encouraged to make donations directly to the charity by cheque, bank transfer or by credit card rather than cash.
- Donors are encouraged never to make a cheque payable to a named individual or to Cash and to not send cash donations through the post.
- Thank you letters and/or receipts are issued to all donors where possible.
- Records are kept of all donations including taking note of those made for specific purposes to ensure donors' wishes are met.
- A reconciliation is made between cash banked and Event Fundraising Records by a member of the administration staff.

## Post

- All post is opened in the presence of two staff members who are independent of the staff responsible for banking the cash.
- All post is recorded in the 'Post Book' with any cash evidenced by two signatures.
- Any cash donations are removed and held in a secure location until they are banked.
- All donations are acknowledged in writing within 2 working days by email or letter.
- Bank statement is checked on receipt against Post Book by someone other than the person making bank lodgements.

## Accounts

- All income and expenditure is recorded on Sage.
- The Trust Financial year is 1<sup>st</sup> June to 31<sup>st</sup> May and audited accounts are produced by the Trust's auditors. These accounts are signed off by a meeting of the board of trustees at which the audit team attend. Accounts are published in full on the website and uploaded to the Charities Regulator website within 10 months of year end as part of the Annual Report.
- The Trust financial statements are prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and Accounting and Reporting by Charities: Statement of Recommended Practice.
- Backup information for preparation of Trust Annual Accounts is held for 7 years.

## Reserves Policy

- The trustees' review the reserves of the charity each year. Their policy is to hold enough funds to meet twelve months operating costs of the charity. The reserves are needed to meet the working capital requirements of the charity and the Trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding.

## Grants

- The Trust maintains a record of grants received on a Grant Register which includes:
  - Details of funds received/Name of grantor (Department for example)
  - Grant amount
  - Timing of payments
  - Date received
  - Bank account lodged
- Trustees are involved in the application process, are made aware of all terms and conditions and provide approval before applying for the grant.
- Grants received are recorded as grants on Sage accounts system.
- Grant agreements are signed by the charity administrators, copies maintained and originals returned to funder.

## Charitable Donation Scheme

- The Trust is eligible to claim tax back on charitable donations received. Annual Certificates (CHY4 Cert) and Enduring Certificates (CHY3 Cert) are obtained from donors and claims are made through ROS in the early months of the year following the year of the donations.
- A record is kept of all claims made including a copy of the Certificate used for the claim and a copy of the ROS record and Notice number.
- Eligible tax repayments received are recorded on Sage.
- It is the intention of the Trust to obtain a charity registration number in Northern Ireland, subsequently become a HMRC approved charity with a view to being in receipt of gift aid. The Trust is currently on a list to be called forward by the Charity Commission of Northern Ireland after suitable legislation is passed at the Northern Ireland Assembly with respect to charities which operate within the jurisdiction but are controlled and registered in another jurisdiction.

## Other Income

- All income received is recorded on Sage Accounts and is itemised on annual audited accounts.
- Any legacy incomes are recorded as such on Sage Accounts and are correctly included in annual audited accounts.
- The Trust identifies, distinguishes and reports on unrestricted, restricted and designated income to enable adequate reporting upon both income and reserves.

## Merchandise Income

- The Trust purchases merchandise each year as a service to volunteers and guests of the Easter pilgrimage. While the Trust does make a little money on the merchandise, the main purpose is to have it available as a hub and a service for members of the Trust groups.
- Merchandise includes clothing items, mugs, keyrings and other gift items. This merchandise is purchased in Ireland and transported to Lourdes to be sold while we are in Lourdes.
- The Trustee with responsibility for Merchandise will authorise the purchase and will also be involved in determining the selling price which is normally based on a mark-up on the cost price of around 20%.
- While in Lourdes, the merchandise is sold through the Trust's pop up shop. All income is put through the Trust till.
- At the end of each day, the till is read and cash is counted by a Trustee and one other volunteer and income matched with the till receipt.

- The money is passed to the National Co-ordinator who will check and count the money with a member of staff.
- This cash is then paid to one or more hotels to partly cover the cost of groups accommodation for the week. The cash is again counted by the hotel employee in the presence of the National Co-ordinator and a staff member.
- A stocktake is completed at the end of the week and a stock value is included in the end of year accounts.

### **Ring of Kerry Cycle Gear Income**

- The Trust supplies the merchandise for the annual Ring of Kerry cycle which includes a cycle top, bottle, cycle snood and this merchandise is available for purchase by participants of the fundraising cycle.
- The Trust purchases the merchandise and it is then sold online and through shops in Killarney and the profit made is retained by the Trust as part of its fundraising.
- The Trust endeavours to sell all merchandise purchased as the design changes each year and once the cycle is completed, there is no further market for the merchandise.
- ROK merchandise stock figures are included in the year end accounts.

### **Funds Raised by Volunteers**

- Most of the Trust's income comes from fundraising done by volunteers throughout the country and donations received by volunteers.
- Each group is asked to raise money each year and the amount to be raised is determined by the Board of Trustees at a board meeting and advised to the group leader. Fundraising is done by organising a number of fundraisers such as churchgate collections, supermarket bag packs, tea parties, coffee mornings, table quizzes etc.
- When organising an event, the group must apply for permission either by getting a Garda/PSNI collection permit or getting permission from the supermarket/shopping centre.
- Once permission has been received an email must be sent to the administrative office of the Trust giving details of the proposed fundraiser and supplying a copy of the permit if required.
- Where required, insurance cover notes are supplied to the premises/facility where the fundraiser will take place.
- On completion of the fundraiser, cash raised must be counted by at least 2 people and an Event Fundraising Record form must be completed and signed by them.
- Monies received must be lodged in full as soon as possible after the event and a copy of the lodgement slip sent to the administrative office with the Event Fundraising Record.
- Any expenses incurred in the running of the fundraiser can be claimed through the regional treasurer using the Trust Expense Sheet (see Appendix 1).
- The Trust requirements on fundraising are notified in advance to all those fundraising for the Trust and they receive a copy of the Trust Fundraising Policy.

## **Funds Raised in Biennial Cycle**

- The biennial cycle to France is an important fundraiser for the Trust.
- Each participant whether they are cycling or part of the backup support team is asked to raise money for the Trust and participants are also asked to pay for their flight, food and accommodation. The sponsorship amount and the amount to be paid for their flight, food and accommodation will be determined by the Board of Trustees at a meeting of the Board and will be advised to potential participants in advance.
- When organising a fundraising event, the cyclist or back up support person must apply for permission either by getting a Garda/PSNI collection permit or getting permission from the supermarket/shopping centre.
- Once permission has been received an email must be sent to the administrative office of the Trust giving details of the proposed fundraiser and supplying a copy of the permit if required.
- Where required, insurance cover notes are supplied to the premises/facility where the fundraiser will take place.
- On completion of the fundraiser, cash raised must be counted by at least 2 people and an Event Fundraising Record form must be completed and signed by them.
- Monies received must be lodged in full as soon as possible after the event and a copy of the lodgement slip sent to the administrative office with the Event Fundraising Record.
- The Trust requirements on fundraising are notified in advance to all those participating in the cycle and they receive a copy of the Trust Fundraising Policy.

## **Bequests**

- When a bequest is made to the Trust, communication is received from the solicitor who is handling the will advising of the amount of the bequest and the name of the deceased. At this point a cheque payable to the Trust will also be enclosed. The Trust is asked to sign and acknowledge the communication and the monies.
- The National Co-ordinator will sign the confirmation letter as required by the solicitor and this is returned by post or by email as requested. The National Co-ordinator will also draft a letter of thanks for the bequest addressed to the executors of the will.
- The cheque is lodged in the bank as soon as possible and is entered on Sage accounts as a bequest.
- The Board of Trustees are informed of the correspondence and the monies at the next meeting of the Board.

## **Volunteer Fares**

- Volunteers of the Trust fundraise to cover the cost of holidays in France and in Ireland for young people with special needs. They also support the young people on the holidays travelling to Lourdes or to Kilcuan or Cois Cuain with them to provide care.
- Volunteers pay a fare for their own flights and accommodation for the weeks holiday in France. Fares are determined by the Board of Trustees each year and will be advised at the September planning meeting.
- Cyclists and backup support crew who volunteer on the cycle also pay a fare to cover the cost of their flights and accommodation.

## Expenditure

### Expenditure Purchase and Payment

- All purchases up to €5,000 are approved by the National Co-ordinator.
- Purchase over €5,000 must be approved by Chairperson of the Board of Trustees.
- For larger projects, the Trust will seek quotations from suppliers and suppliers are selected based on tender cost and supplier offering. A minimum of three quotations is required.
- Purchase invoices are date stamped on receipt, checked against quotations/delivery dockets and paid after 30 days if they are deemed correct.
- Once paid, they are posted to the relevant nominal ledger code.
- Payment runs are prepared and are reviewed by the Treasurer of the Board and the Trust accounts advisor.
- Two people are required for all payments include online payments.
- Bank statements are reconciled with all payments made.
- Checks are performed regularly by the Trust accounts advisor.

## Wages and Salaries

- Payroll is run by the National Co-ordinator using Thesaurus Payroll.
- Gross salaries are authorised by the Board of Trustees.
- Contracts of employment are in place for all 4 employees and all contracts are approved and signed off by Trustees.
- Personnel records are maintained for all staff.
- Staff reviews are carried out twice a year. Reviews are done by Trust Chairperson for the National Co-ordinator and other staff reviews are done by the National Co-ordinator.
- Statutory tax deductions are made from wages and salaries and are regularly forwarded to Revenue in accordance with Revenue Commissioner deadlines.
- Payslips are provided in a secure manner to all employees and are handed to employees in a sealed envelope.
- Audited accounts disclose details of total wages and salaries.

## Travel and Subsistence Expenses Policy

- The Trust is run by the Board of Trustees who are all volunteers and who do not receive remuneration for their work with the Trust. In addition, trustees do not claim any expenses from the Trust for this work.
- Volunteers do not generally claim mileage expenses for their volunteer work with the Trust. However, if a volunteer is in a situation where they need to claim expenses this can be done. This would need the approval of the chairperson of the Board. If this is approved, reimbursement in respect of allowable motoring expenses can be made by way of a flat rate allowance per kilometre based on the civil service rate applicable at that time.
- Mileage can be claimed by staff if they are using their own private vehicle for Trust work. Reimbursement would be at a flat rate allowance per kilometre based on the applicable published civil service rate – Band 1 up to 1,500 km
  - Band 1 Engine capacity up to 1200cc 37.95 cent per km
  - Band 1 Engine capacity 1201-1500cc 39.86 cent per km
  - Band 1 Engine Capacity 1501cc and over 44.79 cent per km



- All expense claims must be submitted on the Trust Expense Claim form (see appendix 2) and must be approved by the National Co-ordinator or by the National Treasurer in the case of the National Co-ordinator expense claim.
- Expense claims should be made within a month of the expense being incurred.
- When fundraising, volunteers always try to engage in fundraisers with no or minimal cost and always endeavour to seek donations of items such as for Cake Sales rather than purchase such items. Where expenses are incurred in relation to organised fundraisers such as purchase of Easter Eggs for an Easter Egg Raffle, the volunteer should give the receipt to the Regional Treasurer and payment is then made directly from the Trust account. All monies raised from the fundraiser must be lodged into the relevant Trust bank account.
- Where expenses are reimbursed, receipts are held by the Trust for 7 years.

### **Debit Card/Credit Card Payments**

- The Trust does not have debit cards.
- The Trust has 7 Credit Cards in the names of staff members and volunteers – 2 are for staff; 4 are for biennial fundraising cycle volunteers; 1 is for volunteer manager of Cois Cuain.
- The Trust holds a master list of all credit cards in operation listing all cards and named users.
- All credit card bills are sent to the administration office and all listed charges are checked by the National Co-ordinator.
- When Trust credit cards are used, receipts must be received and submitted to the National Co-ordinator and matched with purchases. The National Co-ordinator cross checks the receipts/purchases to the expense recorded on the credit card bill.
- Most of the Trust credit cards relate to the biennial fundraising cycle to France and are only used in the periods just before, during and immediately after the cycle. When they are not in use, the cards are held in the safe at the administration office in Clarinbridge.
- Credit cards are cancelled when the volunteer or staff member ceases to work or volunteer for the charity.
- All purchases by credit card are itemised in the Trust's accounts and are reviewed by the Trust independent financial advisor and the Trust auditors.

### **Banking (including payments and loans)**

- All Trust accounts have 3 signatories and all require 2 to sign any cheques/payments.
- Bank accounts cannot be opened or closed without permission from the Board of Trustees. This permission will be given at a meeting of the Board and the decision is recorded in the minutes of that meeting.
- Bank accounts and bank balances are reviewed at each board meeting and a list of all bank accounts is maintained by the Trust. This list along with current bank balances are reviewed and signed off by the Board at board meetings.
- Delegated signatories are reviewed regularly by Trustees and bank mandates updated if required.
- For regional accounts the volunteer regional treasurer, the volunteer regional chairperson, and the trustee from the region are the three signatories.
- When regional officers and or trustees change, mandates are updated to new signatories and signed off by the Board.
- Statements for all regional accounts must be set up to be addressed by the bank to the administrative office in Clarinbridge. When a statement for the regional account is received, a member of the office team will scan and email a copy to the regional treasurer and the regional chairperson.

- As bank statements are received in the office, they are recorded on Sage.
- Bank reconciliations are prepared by the National Co-ordinator every month for all current bank accounts. The Trust accounts advisor reviews the bank reconciliations prior to every board meeting.
- All bank account balances are reviewed by the Trust's accounts Advisor in advance of every Board meeting.
- Direct debits and standing orders are reviewed regularly for correctness.
- Access to online banking is limited to the National Co-ordinator.
- Volunteer regional treasurers have read only access to online banking and can only view their regional account online.
- Where possible all payments are made by bank transfer. 2 people must be present when bank transfer is being made and bank account details, amount and payee details are double checked every time.
- Where a payment is being made by cheque, there must be two signatures on each cheque written as per the delegated signatories on the bank mandates.
- No blank cheques are signed in advance.
- Cheque books are kept by the National Co-ordinator in a secure place with access restricted to the Trust Chairperson and Trust Treasurer.
- Only the National Co-ordinator has access to online banking and authorised to make electronic payments.
- Online payments and cheque payments are only made with documentary evidence of the nature of the payment e.g. invoice.
- All online and cheque payments are recorded on Sage Accounts.
- PC's and other ICT devices of the Trust are kept secure with up-to-date anti-virus and spyware software and firewall. Two factor authentication is in place for all banking transactions.
- Every effort is made to prohibit and /or minimise cash payments.
- There is a float of €200 petty cash held in the safe in the administration office.
- Small cash payments are paid from this petty cash and receipts for payments kept. A cash book with a running cash balance is also maintained.
- All petty cash payments are handled by the National Co-ordinator and dockets are counter signed by the person receiving the cash or a receipt is attached to the docket.
- Petty cash is reconciled as required and replenished once or twice a year. All transactions are entered on Sage accounts.

## **Loans**

- The Irish Pilgrimage Trust does not have any loans.

## **Investments**

- The Trust does not have investments.

## **Stock**

- List of merchandise stock held by the Trust is compiled each year at year end.
- Goods are held in a secure location at a house owned by our sister charity HCPT outside Lourdes in France and periodic checks are performed on the existence and condition of stock.
- All goods purchased are checked back to purchase order form (quantity, price and condition, as expected).

## **Fixed Assets**

- The Trust own's two holiday home for groups and families with special needs in Kilrane Wexford and in Clarinbridge Co Galway and an office building on the same site in Galway.
- Fixed assets are covered under the Trust insurance.
- A Fixed Asset Register is maintained by the Trust and updated regularly for Fixed Asset additions and disposals.
- The Trust also keeps a record of other fixed assets such as laptops, printers, phones and furniture.

## **Other**

- All laptops are encrypted and antivirus kept up to date.
- Staff are trained to ensure that computer/laptop passwords are updated regularly.
- When staff leave logins and passwords are updated.
- Funds received from donors and other sources are checked to distinguish if they need to be recorded as restricted funds.



## APPENDIX 2 – Copy of EVENT FUNDRAISING RECORD 2022



### The Irish Pilgrimage Trust – Event Fundraising Record Charity Registration No 20009953 Revenue No CHY5992

REGION:  Northern  Eastern  South East  Southern  
 Northwest  Midlands  Western

Group No. \_\_\_\_\_ Date Head Office Notified \_\_\_\_\_

Cyclist \_\_\_\_\_ Cycle Year \_\_\_\_\_ Other \_\_\_\_\_

Fundraising Event:  Church Gate  Bag Pack  Flag Day  Cycle  
 Coffee Morning  Fun Run  Quiz Night  Donation  
 Other. Details \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Permit Ref Number: \_\_\_\_\_

Total Income \_\_\_\_\_

Lodgment Details:

Cheques: € \_\_\_\_\_

Notes: € \_\_\_\_\_

Coin: € \_\_\_\_\_

Total: € \_\_\_\_\_

Date Lodged \_\_\_\_\_

Lodged to a) Bank Branch \_\_\_\_\_ b) Account No. \_\_\_\_\_

Signed (1) \_\_\_\_\_ Name Capacity \_\_\_\_\_

Signed (2) \_\_\_\_\_ Name Capacity \_\_\_\_\_

- All monies collected MUST be counted by minimum two people, who should sign this form
- Money collected MUST be lodged as quickly as possible after the collection event
- All monies MUST be lodged in full.
- Attach Lodgment document

This completed form must be returned to Head Office – Bernadette Connolly, The Irish Pilgrimage Trust, Kilcuan, Clarinbridge, Co. Galway. (Send copy to regional treasurer and retain copy for your file)