children’s books ireland

financial policy and procedures

children’s books ireland
every child a reader

Children's Books Ireland/Leabhair Pháistí Éireann
receives financial assistance from
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Date policy first drafted: 2019
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Policy Statement

Children's Books Ireland (CBI) is committed to ensuring that the Company's finances are managed to a high standard, and in line with established accounting practices and the legal obligations of the Company. CBI is committed to complying with the Charities Statement of Recommended Practice (SORP).

Purpose

The purpose of this Policy is to set out principles and procedures for financial management of the Company. These principles and procedures have been designed to be transparent and clear.

Scope

This Policy covers basic financial management for Company income and expenditure and pertains to all employees of Children's Books Ireland and all members of the Board.

Principles

- Decision-making concerning all financial decisions should be transparent.
- Systems should be monitored regularly at multiple levels (including at Board level) to ensure transparent and secure systems and appropriate financial management.
- Management accounts which highlight any deviation from projected spending will be presented to the Board at regular Board meetings.
- The company will abide by all relevant taxation and accounting standards, and ensure policy and practice reflects changes, where appropriate.
- Where possible, on-line or automated (standing order, direct debit, other EFT) payment methods that avoid paper waste and needless expense will be used. Suppliers should be asked to complete the Children's Books Ireland EFT Form or Laureate na nÓg EFT Form (see Appendices 3) and return by email to ensure that all information is received in the correct format and in full.
- Financial duties are to be shared between the CEO, Financial Controller and the Administrator & Office Manager in the company in order to reduce the risk of fraud or error – adherence to a segregation of duties shall be adopted in all cases to mitigate the risk of fraud occurring.

Roles and Responsibilities

The Board has ultimate responsibility for the finances of the Company. The role of the Board in relation to financial oversight will be to:

- Review the budget and management accounts at each meeting
- Consider and decide on any adjustments to the annual budget that may be required
- Ensure that financial reporting as required by funders and under statutory requirements is complete, timely and accurate
- Consider any broader strategic issues with regard to finance
- Agree the annual budget, prepared and presented by the CEO and Financial Controller
- Ensure that appropriate risk assessment and risk management procedures are in place
- Monitor and review the accuracy of the financial statements of the Company
- Monitor and review control and risk management systems
- Monitor and review the effectiveness of the Company's internal audit role

- Monitor and review the external auditor's independence and the effectiveness of the audit process
- Monitor and review arrangements by which employees of the Company may, in confidence, raise concerns about possible improprieties in matters of financial reporting or other matters. (The Board will make sure that there are arrangements for independent investigation of such matters and for appropriate follow-up action)
- In the case of financial difficulty, investigate the issue and agree plans to resolve it

The CEO is responsible for:

- Approving and signing off on electronic payments of all purchase invoices twice monthly, or weekly during busier periods
- Approving and signing off on monthly employee expenses
- Preparing, with the Financial Controller, and presenting the annual budget to the Board

The Financial Controller is responsible for:

- Supervising the work of the Administrator & Office Manager to ensure that all financial transactions are recorded in QuickBooks and to maintain a clear, up to date system of accounts which allows for a timely evaluation of the Company's financial position and performance
- Carrying out monthly bank reconciliations following input of all the monthly banking transactions by the Administrator & Office Manager.
- Overseeing project budgets or delegating them to relevant employees where appropriate
- Preparing all necessary documentation for audit, with the assistance of the Administrator & Office Manager
- Overseeing the annual audit process and liaising with the Company's auditor in this regard
- Preparing, with the CEO, and presenting the annual budget to the Board
- Preparing clear and up to date financial reports for the Board in advance of Board meetings, detailing any areas where there is deviation from the forecast budget, and any other financial concerns
- Preparing the payments of wages and salaries for the CEO to authorise and process
- Pension administration, including changes in contributions
- Preparing and maintaining a cash flow projection to ensure liquidity is available to cover projected expenditure

The Administrator & Office Manager is responsible for:

- Preparing the payments of employee expenses for the CEO or Financial Controller to authorise and process
- Completing income and expenditure entries on QuickBooks for the previous month
- Raising invoices for customers using QuickBooks
- Following up with customers to ensure prompt payment of invoices
- Assisting the Financial Controller in the preparation of all necessary documentation for audit
- Maintaining a safe and secure filing system for financial information
- Attending at the bank as and when necessary

All employees are responsible for:

- Obtaining value for money when making purchases. Any obligations set out by funders to obtain quotations for services or purchases must be adhered to
- Committing expenditure only when they have control or delegated authority for a project budget
- Retaining receipts for any expenditure, whether using a Company credit card or cash to be reclaimed as part of monthly expenses
- Reporting to the CEO or to the Chair of the Board any concerns about possible improprieties in financial matters
- Ensuring that they act in accordance with this policy
- Responsibility for authorising the opening of new bank accounts, closing bank accounts and decisions to change banks lies with the Board.

Children's Books Ireland uses various services to process online payments:

> Donorbox is an online fundraising software that allows individuals and non-profit companies to receive donations and membership transactions over the internet
>
> Stripe primarily offers payment processing software and application programming interfaces for e-commerce websites and mobile applications
>
> PayPal supports online money transfers, and serves as an electronic alternative to traditional paper methods such as cheques

The Company's auditor is currently KSi Faulkner Orr, Behan House, 10 Lower Mount Street, Dublin 2, D02 HT71.

Each year in advance of the AGM the Board will consider the incumbent auditor and will make a recommendation to the members as to whether the auditor should continue in place or not.

Payroll

- Payroll calculations, including calculation and payment of returns to the Revenue Commissioners, are the responsibility of the Financial Controller. The CEO is responsible for communicating and confirming any changes in payroll (salary levels, new employees, departing employees) to the Financial Controller.
- Pension administration, including changes in contributions, is the responsibility of the Financial Controller. A group pension scheme is in place.
- Salaries will be paid on the 28th of the month by electronic transfer or the previous Friday if the 28th falls on a weekend or a public holiday.
- Payslips will be prepared by the Financial Controller and emailed directly to employees' personal email accounts.
- The Financial Controller will prepare the payments of wages and salaries using online banking, and the CEO will authorise and process the payments. The payment will be made by bulk file upload to the online banking system.

- Contracts of employment must be in place for all individuals who are processed via the Company's payroll.
- A master document will be maintained by the CEO containing details of all employee salaries and pension arrangements and any changes made to same while they are employed by the Company.
- Statutory tax deductions (PAYE, USC, PRSI) will be made from wages and salaries and regularly forwarded to the Revenue Commissioners by the Financial Controller following approval from the CEO.

Payment Protocols

In general, where there is regular expenditure (such as for a utility provider) which can be paid by direct debit or online banking, these methods should be used.

Electronic Payments/Transfers

- All payments should be made by EFT where possible. Payment runs should be prepared on a fortnightly basis (moving to a weekly basis during busier periods).
- Only the CEO, Financial Controller and Administrator & Office Manager should have access to online banking via the Bank of Ireland app which generates a new password each time the system is accessed.
- The CEO or Financial Controller have permission to approve payments through online banking.
- If a supplier requests a change to the bank account into which they wish to be paid, this needs to be independently verified by the Administrator & Office Manager with the accounts department of the relevant supplier. This should be by phone call to the accounts department, using a number sourced from the supplier's website, not from a text message or email. This is for the avoidance of fraud.

Cheques

- Where the payment is to be made by cheque, the Administrator & Office Manager should prepare a cheque for signing. Two authorised signatories are required to sign cheques, one of whom must be the CEO. Cheques can only be issued from the Children's Books Ireland current account, not from the Laureate na nÓg current account.
- Cheques should only be forward signed by one signatory in the absence of another signatory in circumstances where both the payee and amount are filled in on the face of the cheque. Under no circumstances may a signatory sign a cheque which does not have both the amount and payee fields completed.

Company Cards

- Any credit card the Company issues to an employee must be used for business purposes only. Any employee with a Company card is responsible for its responsible use in adhering to this policy.

- Purchases of over €200 and less than €1,000 must be approved by the Direct Line Manager in advance of the transaction, and must be in line with agreed budgets. Purchases of over €1,000 must be approved by the CEO in advance of the transaction, and must be in line with agreed budgets.
- Employees must retain all receipts for purchases made using a Company card and should submit same electronically to the Administrator & Office Manager (copying their Direct Line Manager) as soon as possible after incurring the expense. The Administrator & Office Manager should then file these receipts with the relevant bank statement when the Financial Controller is reconciling the account. Employees should request a VAT receipt for all company credit card purchases, as correct VAT receipts are required in order for Children's Books Ireland to submit its yearly 'VAT compensation scheme for charities' claim from the Revenue Commissioners.

- In the case of any use of a Company card in error (e.g. for personal transactions) employees must notify the CEO and Financial Controller immediately and must take the necessary steps to reimburse the Company bank account immediately. A note of the error must be made and must be filed by the Administrator & Office Manager.
- Employees paying for meals on behalf of the Company while using a Company debit or credit card may tip up to 10% of the bill, when it is appropriate to do so. There is no requirement to tip for any other service.

Expenses

- Where it is not possible to request an invoice, employees should use Company cards for expenses incurred e.g. meeting expenses, travel etc. If employees do not have a Company card, they should request that the Administrator & Office Manager or another Senior Staff Member complete the purchase on their behalf.
- Where this is not possible, employees should retain a receipt for expenses incurred and should fill out an Expense Reclaim Form (see Appendices) at the end of each month. This form should be sent by email to their Direct Line Manager and to the Administrator & Office Manager. The Direct Line Manager should check the expenditure and approve it by replying to the email and copying the Administrator & Office Manager. The Financial Controller will either include the payment as part of the payroll process in line with Revenue's Enhanced Reporting Requirements or else advise the Administrator & Office Manager to prepare an electronic transfer. The transfer will be approved and the payment processed by the CEO. If paid as part of payroll, this will be approved as per usual payroll approval rules.
- The CEO should seek approval by email from the Chair, Vice-Chair or Secretary before claiming their own expenses. The CEO's expense payment by electronic transfer should be approved by the Financial Controller.
- In the case that an employee or contractor cannot use a Company card, large expenses (over €200) may be reimbursed immediately on request and following approval from the relevant party.

The Expense Reclaim Form may be used for the following expenses:

- travel by public transport
- travel by taxi, when other options are not available
- tea/coffee and costs associated with meeting partners in cafes etc.
- refreshments for specific project-related meetings

  - supplies for projects
- Work from home allowance. This allowance is capped at €3.20 per day or €1.60 per half day as per Revenue rules. This allowance should only be claimed if a full day is worked at home. If half days are worked (e.g. by part-time employees) they should be combined in any given week to arrive at a whole number for the purposes of this allowance. For example, if a half day is worked on each of Monday, Tuesday, Wednesday and Thursday, two days' allowance should be claimed. It should not be claimed for individual hours worked at home.
- Unreceipted expenditure will not be reimbursed unless:
  - There are exceptional circumstances
  - Reimbursement is agreed by the CEO
  - Parking violation fines, speeding fines or similar incurred while working cannot be claimed as expenses and will not be reimbursed.
- Expenses should be submitted no later than five working days before pay day each month to enable proper reporting to revenue. The Administrator & Office Manager will advise of the date each month. Expenses will be paid to staff once a month.
- Details on how to complete this form can be found at the end of the Policy document.

Mileage

- Care should be taken to ensure value for money when travelling for work. Where it is practical to take public transport or carpool, these should be the preferred options. This may not always be practical, particularly if there are materials to transport, if the destination is difficult to access or needs to be accessed outside of working hours for public transport. In these cases, mileage may be charged.
- Children's Books Ireland employees and contractors may claim mileage expenses using the following rates as a guideline and by completing an Expense Reclaim Form and submitting an Employee Mileage Log (see Appendices) at the end of each month. Details on how to complete this form can be found at the end of the Policy document.
- If employees or contractors need to make multiple trips as part of a project e.g. over the course of a weekend, the total distance travelled for the duration of the project should be considered and the appropriate rate applied. E.g. if a distance of 120 kilometres is covered on a Saturday and 120 kilometres is covered on a Sunday, the total trip should be calculated as 240 kilometres (not two separate trips of 120 kilometres).
- For business travel, the distance in kilometres is calculated by the lower of either:
  - the distance between the employee's home and the temporary place of work
  - the distance between the employee's normal place of work and the temporary place of work. Travel to and from work is the employee's own private travel. It is not a business journey

Rates for employees

Official Motor Travel in a calendar year	Engine Capacity: Up to 1,200 cc	Engine capacity: 1,201 cc – 1,500 cc and Electric Vehicles	Engine Capacity: 1,501 cc and over
Up 10 1,500 km	41.80 cent	43.40 cent	51.82 cent
1,501–5,500 km	72.64 cent	79.18 cent	90.63 cent
5,500–25,000 km	31.78 cent	31.79 cent	39.22 cent
25,001 km and over	20.56 cent	23.85 cent	25.87 cent

Rates for contractors

Distance travelled (return)	Amount payable	Distance travelled (return)	Amount payable
0–30 km	€15.24	**226–260 km**	€85.32
31–65 km	€27.24	**261–290 km**	€95.62
66–100 km	€40.92	**291–320 km**	€102.36
101–130 km	€56.40	**321–400 km**	€112.56
131–160 km	€63.24	**401–480 km**	€124.56
161–195 km	€71.64	**480 km+**	€180
196–225 km	€78.48		

Keeping Accounts

- Accounts are computerised using QuickBooks and all income and expenditure is recorded to meet the reporting requirements of funders and the Board, and are kept in accordance with established accounting principles. In addition, the Company's financial position can be assessed in a timely manner. Accounts are:
  - backed up automatically
  - password protected
  - traceable to and from source documentation
- A chart of accounts should be maintained and available to all users of the financial system. This chart of accounts should detail all nominal costs and cost centres.
- Notes on calculations for apportioning costs between cost centres should be maintained.

Income

- When income is received by means other than electronic transfer, it must be lodged immediately to the Company's bank account, entered into QuickBooks and given a unique identifier number. The same identifier should be used at the bank, to assist with reconciliation
- Income as recorded on QuickBooks should be reconciled with the bank statement on a monthly basis. It is the responsibility of the Financial Controller to ensure this is done
- Bank statements should be acquired monthly (preferably at the beginning of the month). Any interest paid or received should be recorded on QuickBooks

Expenditure

- Expenditure should be made from the Children's Books Ireland bank account or the Laureate na nÓg bank account, according to which project the expense relates to
- Cheques are to be recorded sequentially (and by cheque number) on QuickBooks
- Cancelled cheques must be retained and documented so that the reason for cancellation is clear
- Expenditure by other means (e.g. electronic transfers, standing orders, direct debits) must be recorded on QuickBooks and reconciled with the monthly bank statement
- All invoices, from VAT registered companies, should contain full VAT details on the invoice. Correct VAT invoices are required in order for Children's Books Ireland to submit its yearly 'VAT compensation scheme for charities' claim from the Revenue Commissioners.

Task Breakdown

Separation of duties

- The roles, responsibilities, duties and tasks of all personnel involved in financial matters should be separated in order to reduce the risk of fraud or error. The following separation of duties should be maintained at all time;
  - The individual authorising a purchase or payment should not be the same person who requests the purchase or payment
  - The individual approving expenses should not be the same person who claims the expenses
  - The individual approving the reconciliation of petty cash should not be the person responsible for managing the petty cash float
  - The individual preparing or amending payroll details should not be the same person who authorises the payroll
  - All cheques, electronic transfers or other methods of payments should be signed by two authorised bank signatories, of which the CEO should be one
  - An authorising bank signatory should never sign or authorise a payment that is payable to them, this should be done by two different authorised signatories
  - Cash should be counted in the presence of two people. At least one of these two people should not be the person responsible for collecting the cash for the Company
  - An individual should not be the sole person in the Company reviewing their own work.
  - An individual should not be the sole person in the Company authorising any finance action that has been requested or recommended by them
  - All authorisations or reviews of financial matters should be carried out by at least one individual who is senior in the Company to the person requesting or preparing the action
  - Board approval must be obtained before committing to any capital expenditure or leasing agreements on behalf of the Company

Retention of Financial Documentation

Accounting records should be held for a period of 7 years. This includes: all invoices, receipts, and other documentation relating to expenditure, documentation relating to income, documentation in relation to payments to employees and trainees. Files will also include budgets, accounts returned, tax returns, payroll, legal documentation, audits, financial policies, procedures and amendments, and general correspondences on finance.

How to use the Employee Expenses Reclaim Form

- Please use the form provided, update on a monthly basis with your name, month and year and expenses details, and submit to your Direct Line Manager by the 21st of each month. These forms are held by the Administrator & Office Manager or your Direct Line Manager.
- Please complete your monthly employee expenses using the details on the form.
- Please subtotal the project total only in the 'Project Total' column using Excel formulas to calculate, i.e. all WFH expenses should show as one subtotal in the Project Total column etc. (see example below)
- Employee expenses section should cover WFH allowance and Phone allowance.
- Under WFH Full day please add the relevant dates in a list, under WFH Half day please add the relevant dates in one box.

Project	Receipt: Y/N	Detail	Dates	Value	Project Total
Staff Expenses					
	N	WFH Allowance Full Day	7, 8, 10, 11, 14, 15, 16, 17, 24, 25, 28, 29, 30	€41.60	
	N	WFH Allowance Half Day	9	€1.60	€43.20
	N	Phone Allowance		€35.00	€35.00

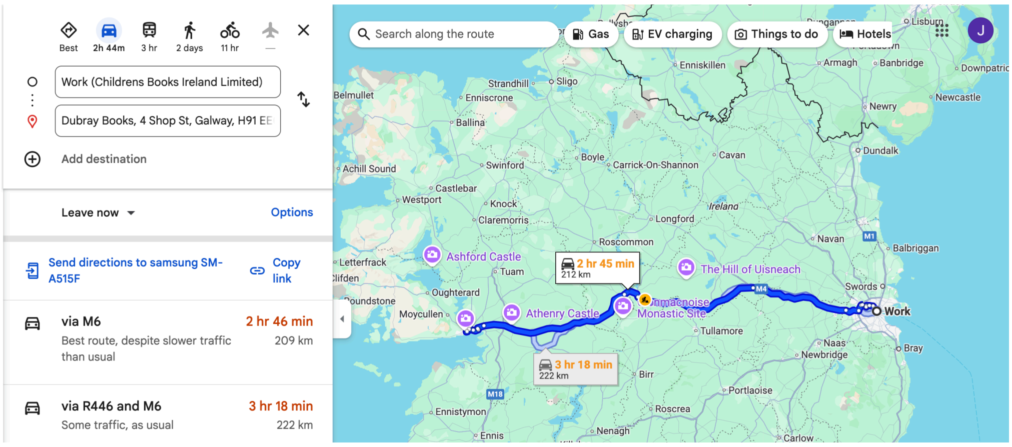
- Project Expenses should detail expenses linked to individual projects, with costs for same projects listed together and subtotalled, (see example below). This allows the finance team assign costs clearly to correct projects.

Project Expenses					
Charterhouse	Map provided	Mileage (Opal Grandland X) CBI to St Cronans JNS 32.4km @79.18c per km Return	05-Nov	€25.65	€25.65
Aviva	Map provided	Mileage (Opal Grandland X) CBI to D7 ETNS 5.1km @79.18c per km Return	06-Nov	€4.04	€4.04
Cairn	Map provided	Mileage (Opal Grandland X) CBI to Gaelscoil na Mara 22.6km @79.18c per km Return	07-Nov	€24.25	€24.25
Education	Map provided	Mileage (Opal Grandland X) Tipperkevin to INEC Killarney 281 km @31.79c per km	11-Nov	€89.33	
Education	Map provided	Mileage (Opal Grandland X) INEC Killarney to Tipperkevin 280km @31.79c per km	13-Nov	€89.01	€178.34
WH Smith	Map provided	Mileage (Opal Grandland X) Tipperkevin to St Annes School, Ennis 423km @ 31.79c per km Return	18-Nov	€134.47	€134.27
Davenham		Mileage (Opal Grandland X) CBI to St Kevins CC 24.3km @31.79c per km Return	21-Nov	€7.72	**€7.72**

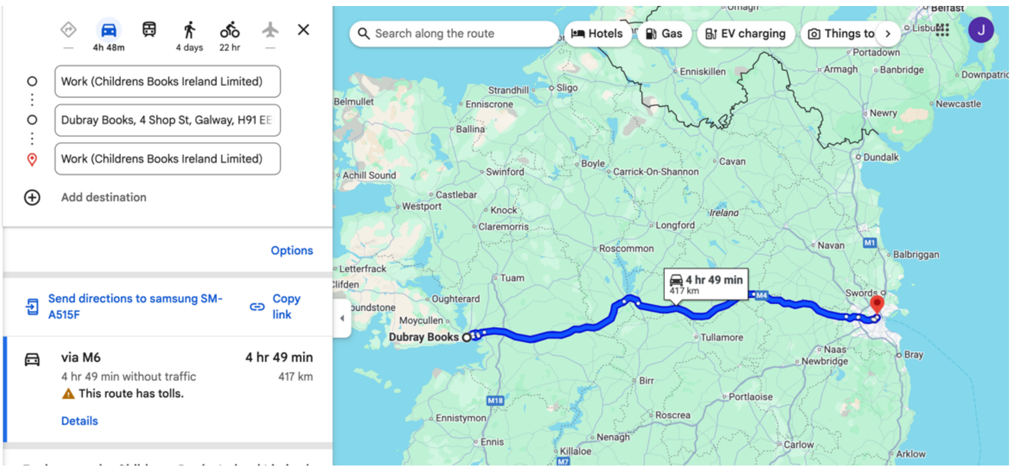
- When filing out the form, please save the file with your initials and month at end, e.g. Employee Expenses Reclaim Form[JM_Mar2025], submit via email to your Direct Line Manager and cc the Administrator & Office Manager, including any relevant receipts/paperwork.
- If you have driven for work please complete the project details on the Employee Expenses Reclaim Form and also submit an Employee Mileage Log plus screenshots of mileage.
- Within 'Project Expenses' for detail of receipt re; mileage, you can note 'Map Provided' to show distance.

How to use the Employee Mileage Log

- The Employee Expenses Reclaim Form must detail the expenses incurred while driving for work and be accompanied by all supporting receipts and evidence of mileage (e.g. a detailed map showing the distance between starting point and destination) and an Employee Mileage Log.
- Using the rates detailed in the Financial Policy and Produces and at the top of the Employee Mileage Log, list all expenses incurred while driving for work and total using Excel formulas to calculate.
- In the 'detail' box please include the following re: mileage notes – start point and destination (if an additional destination included please add), car CC, rate and distance.
- If a one-way journey, include starting point and destination:



- If a return journey or a journey with an additional stop please include starting point and destination <u>and</u> add any additional destinations to clearly show mileage. Do not just multiply by two:



- All employees who drive for work, must monitor annual total kilometers, maintain an employee mileage log and acknowledge when they need to move to a new band (e.g. over 1,500 km) and a new mileage rate. Further details can be found in the Financial Policy and Procedures and Employee Handbook.
- An Employee Mileage Log must show cumulative travel on a monthly and annual basis, so each month is added to the previous month's document (i.e. the same document, just highlight the current month's details) to show a full calendar year at year end.

Children's Books Ireland – EMPLOYEE MILEAGE LOG

Employee:	XXXX
Month:	May
Year:	2025
Make/Model of car:	Opel Grandland

* Please hightlight relevant rate below and submit completed cumulative form with Employee Expense Reclaim Form

**** Please keep an eye on cumulative total of KM's travelled in a calendar year and apply the correct rate in line with Children's Books Ireland Financial Policy and Procedures**

Official Motor Travel in a calendar year	Engine Capacity		
	Up to 1,200 cc (in cents):	1,201–1,500 cc and Electric	1,501 cc and over (in cents):
Up 10 1,500 km	0.418	0.434	0.5182
1,501–5,500 km	0.7264	0.7918	0.9063
5,500–25,000 km	0.3178	0.3179	0.3922
25,001 km and over	0.2056	0.2385	0.2587

Date	Project	Detail	Journey start	Journey end	Round trip: Y/N	KM – total	Amount (€)	Month Expensed	Monthly Total (€)	Monthly Total (KM's)
15/06/2025	Toy Show	Mileage (Opal Grandland X) CBI office to Murroe NS 275km @79.18c per km	CBI	Murroe NS	Y	275	€217.75	June		
16/06/2025	Toy Show	Mileage (Opal Grandland X) Murroe NS to CBI office 287km @79.18c per km	Murroe NS	CBI	Y	287	€227.25	June		
19/06/2025	Toy Show	Mileage (Opal Grandland X) CBI office to OLI and return 18.1km @79.18c per km	CBI	Our Lady Immaculate	Y	18.1	€14.33	June		
20/06/2025	Toy Show	Mileage (Opal Grandland X) Tipperkevin to St Johns and return 340 km @79.18c per km	Tipperkevin	St Johns	Y	340	€269.21	June		
	Cumlative total							**June**	**€728.54**	**920.1**
12/09/2025	Tomar	Mileage (Opal Grandland X) Tipperkevin to St Maries of the Isle, Cork to St Mary's on the Hill, Cork, to Tipperkevin. 464km @79.18c per km	Tipperkevin	Tipperkevin	Y	464	€367.40	September		
	Cumlative total								**€367.40**	**464**
26-Sep	Charterhouse	Mileage (Opal Grandland X) Tipperkevin to St Kevins Dunlavin 32km @79.18c per km Return	Tipperkevin	St Kevins, Dunlavin	Y	32	€25.34	October		
29-Sep	Cairn	Mileage (Opal Grandland X) CBI to Scoil Mhuire Shankill 36km @79.18c per km Return	CBI	Scoil Mhuire shankill	Y	36	€28.50	October		
02-Oct	WH Smith	Mileage (Opal Grandland X) CBI to Broadmeadow CNS, Swords 48km @79.18c per km Return	CBI	Broadmeadow CNS, Swords	Y	48	€38.01	October		
03-Oct	Enterprise	Mileage (Opal Grandland X) CBI to St Joesphs Senior School, Ballymun 13km @79.18c per km Return	CBI	St Joesphs Senior, Ballymun	Y	13	€10.29	October		
16-Oct	Aviva	Mileage (Opal Grandland X) CBI to Oliver Plunkett NS, Athenry 390km @79.18c per km Return	CBI	Oliver Plunkett NS, Athenry	Y	390	€308.80	October		
21-Oct	Sunflower	Mileage (Opal Grandland X) Tipperkevin to St Joesphs Rathkeale 199km @79.18c per km	Tipperkevin	St Joesphs, Rathkeale	N	199	€157.57	October		
22-Oct	Sunflower	Mileage (Opal Grandland X) St Joesphs to Tipperkevin Rathkeale 199km @79.18c per km	St Joesphs, Rathke	Tipperkevin	N	199	€157.57	October		
	Cumlative total							**October**	**€726.08**	**917**

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