



Maindee

Maindee Unlimited - UK Charity No: 1160272

## Financial Procedures

### Salaries

#### 1. Expenditure – Salaries

- 1.1 All salaries and changes to salaries must be approved by the Trustees.
- 1.2 GAVO will provide payroll support and will process all Maindee Unlimited salary payments via BACS IP. All employees will be paid in accordance with the PAYE and National Insurance rules. It is the responsibility of the Finance Officer to input salary payments into the electronic finance system.
- 1.3 The Treasurer or Chair will notify GAVO of any changes to the payroll.
- 1.4 The payroll must be reviewed and approved by a Trustee on a monthly basis
- 1.5 Each month a reconciliation between the payroll and the ledger should be undertaken by the Finance Officer and reviewed by a Trustee.
- 1.6 Advances on salaries cannot be made.
- 1.7 Expenses/Allowances – Maindee Unlimited will reimburse ‘out of pocket’ expenditure for staff and volunteers, according to the terms set out in the Maindee Unlimited expenses policy. The basis of which is wholly, exclusively and necessarily incurred in the pursuance of specific duties and objects of Maindee Unlimited.