



## **BID Company Finance Protocols**

### **1. Authority**

- The Board of Directors (Board) is ultimately responsible for the financial management of all activities relating to the company.
- The BID Director is responsible for the day-to-day financial management of the organisation. The Board authorises the BID Executive Director to hire and supervise staff and independent consultants, develop and implement projects and contracts, pay bills, receive funds, and maintain bank accounts. The BID Executive Director is authorised to manage expenses within the parameters of the overall approved budget, reporting to the Board of Directors on variances and the reason for these variances.

### **2. Cheques, Disbursements and Accounts Payable Authorisation:**

- The BID Director is authorised to sign cheques and payments up to £5,000.
- Cheques for amounts greater than £5,000 shall require the additional signature of the Chair or Vice Chair.
- Any amount over £25,000 will require Board approval.
- The Board of Directors must approve any use of the Board designated cash reserves or funds.
- The BID Executive Director shall pay all agreed obligations and file required reports in a timely manner.
- The BID Executive Director shall limit vendor credit accounts to prudent and necessary levels.

### **3. Income and Other Receipts**

- The BID Executive Director shall account for BID Levy, voluntary contributions, grants, sponsorship and all other income, clearly defining the restrictions applicable to these funds.
- The BID Executive Director shall record fixed assets with a purchase price of £500 and above as capital assets in accounting records.

### **4. Financial Transactions with Staff, Directors**

- No advances of funds to employees or Board Directors are authorised. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.
- In no case shall the company borrow funds from any employee or Board director of the organisation without specific authorization from the Board Chair.

- The Board Chair's signature of approval is required on all reimbursement requests. Original receipts must accompany requests to be reimbursed. Items without a receipt will not be reimbursed.

#### **5. Donation and Gift Acceptance**

- The Company may accept contributions of goods or services, other than cash, that are related to the programs and operations of the organisation. Any other contributions of non-cash items must be entered into a register and reviewed and approved by the Board of Directors.

#### **6. Contracts and Agreements Authorisation:**

- The BID Executive Director is authorised to enter into contracts for activities, in line with furthering the aspirations of the Business Plan and Company up to and including £5,000.
- The BID Executive Director and/or Chair or Vice Chair are authorised to enter into contracts for activities, in line with furthering the aspirations of the Business Plan and Company up to and including £15,000.
- The Board of Directors must authorise any contracts outside of these parameters and all contracts with a financial value greater than £15,000.
- Contracts from £1 to £5,000 are reviewed and signed by the BID Executive Director.
- Contracts in excess of £5,000 and are reviewed by the BID Executive Director and signed by the Board Chair.
- The BID Executive Director shall make no contractual commitment for bank loans, corporate credit cards, or for real estate lease or purchase without specific approval of the Board.
- Unless otherwise designated as a representative of the Company by the BID Executive Director, no other staff person has the authority to sign contracts or agreements on behalf of the Company.

#### **7. Financial Reporting**

- The Board of Directors shall review financial reports at each board meeting.
- The BID Executive Director shall report the financial results of the Company to the membership on the schedule established by the Board. As part of this reporting, the BID Director shall provide adequate information to members to enable each member to fulfil their financial oversight role.

#### **8. Budget**

- In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with Board-approved priorities, long-range organisational goals and specific five-year objectives may be set.
- The BID Executive Director will be responsible for preparing the preliminary operating and capital budgets using responsible assumptions and projection backgrounds, with a general goal and an unrestricted surplus.
- The preliminary budget will be presented to Board of Directors for discussion in February.
- The final draft budget will be presented to the Board of Directors for approval in March.

Annual budgets are used for:

- Monitoring actual and budgeted costs for the Board's review by way of presentation of scheduled financial statements.
- Assisting the organisation to focus its resources on the goals and objectives set forth by the Board.
- Controlling financials by setting practical limits to be spent on specific programs and activities.
- Budgets may be amended during the fiscal year when circumstances change substantially, and subject to Board of Directors approval.

#### **9. Asset Protection**

In order to ensure that the assets of the Company are adequately protected and maintained, the BID Executive Director shall:

- Insure against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organisation itself to levels indicated in consultation with suitable professional resources.
- Plan and carry out suitable protection and maintenance of property, building, and equipment.
- Avoid actions that would expose the organization, its Board, or staff to claims of liability.
- Protect intellectual property, information and files from unauthorised access, tampering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

#### **10. Procurement:**

Where possible FOR Cardiff will first and foremost look within the its own BID area for all suppliers for services and products. If the quality or expertise is not contained within this BID boundary then the officers are permitted to engage with businesses in and around Cardiff and then if there are a lack of suitable providers, then products or services can be sourced from further afield.

Sole-Source Procurements - Management may, from time to time, wish to engage a provider of a unique expertise, product or service. As there would be no viable alternative to such expertise, product, or service, competitive bidding would be impractical or counterproductive. The Executive Director shall inform the Board within a reasonable time of the compelling reasons for making such sole source procurements.