

FINANCIAL POLICIES – REVIEW SCHEDULE

Policies	Responsible Officer	Date Approved by Board	Date for Review by the Board	Notes
Risk Management	Secretary General Audit & Risk Committee	April 2019	July 2020	
Risk Register & Risk Action Plan Tracker	Secretary General Audit & Risk Committee	October 2019	June 2020	Reviewed quarterly
Delegated Authorities	Secretary General Board	Sept/Nov 2017	July 2020	
Fixed Asset	Secretary General/Head of Finance	January 2018	July 2021	
Borrowing Policy	Secretary General/Head of Finance	January 2018	July 2021	
Reserves Policy	Head of Finance Board	Sept. 2019	June 2021	
Treasury Policy	Head of Finance/Secretary General	January 2020	January 2022	
Procurement Policy & Procedures	Head of Finance	May 2020	May 2023	
HO Stock Control	Head of Finance	May 2018	July 2021	
Processing of Cash Receipts	Head of Finance	January 2020	January 2022	
Managing the use of Credit Cards	Head of Finance	January 2020	January 2022	
Electronic Payment Processing	Head of Finance	April 2019	April 2022	Merged with Issuance of Cheques now called Policy for Processing Payments – Approved by Board April 2019
Issuance of Cheques Procedures	Head of Finance	April 2019	April 2022	Merged with Electronic Payment now called Policy for Processing Payments – Approved by Board April 2019.

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Petty Cash	Head of Finance	January 2018	July 2021	
Expenses Reimbursement	Head of Finance	March 2018	July 2021	
Management of Restricted Funds	Head of Finance Board	November 2019	January 2021	