

Report title: Office Manager's Report	Author: Richard Symonds, Office Manager
Date: 13-14 July 2013	Status: For Information
Report description: With the Q1 Financial Report being presented by the Treasurer, this report now focusses less on figures, and more on day-to-day financial functions and processes.	



Decisions and actions required, risks identified:

Item	Explanation	Action required	Risk
Risk identified	The Finance Policy is, in places, unclear to staff.	Board to be aware of this, but no other board action required at present.	This could result in purchases or payments being delayed at times, but this risk is low.
Risk identified	The 2013 Activity Plan does not list up-to-date budget holders.	Board to be aware of this, but no other board action required at present.	This could result in the wrong budget holder approving a purchase.

Projects from the last three months

The last three months have been spent on two major projects: firstly, assisting in preparing the annual accounts, and secondly fine-tuning the current set of financial procedures to make purchases easier and with more thorough checking.

A new purchase approval system is now in place, which tracks who has approved which purchase.

The office has been re-arranged, now including an area for volunteers to relax.

A new HR records system put in place, which is clearer and more secure than the system it replaces.

Projects in the next three months

As mentioned above, the major project in the next few months will be rewriting the Finance Policy. At present, our purchasing procedures are overly complex, requiring several redundant checks, and the Finance Policy conflicts with itself (or is unclear) in places. Work is ongoing to streamline this procedure, but it will require a partial rewrite of the Finance Policy. I expect to produce this rewrite for approval by the board in approximately three months, after running it past the Treasurer and appropriate committees first.

I also intend to clarify the 2013 Activity Plan, which at present lists previous budget holders as current ones. It is the understanding of the staff that this document cannot be updated with a board decision, and as a result the list of budget holders is confusing, and in places incorrect. With the assistance of the Chief Executive, we will be writing a proposal which re-allocates budgets to new holders, and then putting this forward to the Board via the Treasurer and appropriate committees.