

FINANCIAL MANAGEMENT AND CONTROL

1. General financial management and control is exercised by the Director, together with the Manager, Accountant and Bookkeeper. The financial situation is reviewed on a monthly basis where attention is given to receipts of income and expenditure of the Centre.
2. The Director shall provide appropriate information on income and expenditure to the Coordinators on a regular basis to enable them to keep proper controls on expenditure.
3. The Coordinators shall be responsible for ensuring that financial controls are applied, namely that:
 - 3.1 Expenditure remains well within the budget.
 - 3.2 Expenditure is only for the purposes as set out in the budget and guided by the objectives of the Centre.
 - 3.3 Financial documentation, including invoices, petrol slips, petrol card slips, etc are collected and filed in an orderly manner and forwarded to the Accountant on a monthly basis.
 - 3.4 Should any irregularity come to his or her notice, that this be reported immediately to the Director or the Manager and the circumstances of the incident be investigated.
4. All members of staff generally have the responsibility to prevent financial mismanagement and should give the Management and the Coordinators their full cooperation. Should any irregularities in regard to finances come to their attention they shall immediately report this to the Director or the Manager.
5. The following rules shall apply in regard to deductions consent forms:
 - 5.1 Deductions consent forms shall only be signed by clients where litigation is to be conducted on behalf of the client.



- 5.2 Such consent forms shall be signed at the first consultation, or at the first subsequent consultation when it becomes clear that litigation is anticipated.
 - 5.3 A copy of the deductions consent form shall upon signature be forwarded to the Manager for filing at the Centre.
 - 5.4 Should an action be successful either in the form of a judgement or a favourable settlement of the matter, the legal practitioner under whose supervision the litigation has been conducted shall in writing authorise the deduction and the amount.
 - 5.5 The deductions authority form shall be presented to the client and the amount recovered by way of deduction from the client.
 - 5.6 Upon receipt of the contribution the legal practitioner concerned shall fill out a receipt in triplicate, handing one copy to the client, one copy to be forwarded to the Accountant and the third copy to be retained in the file.
 - 5.7 Upon receipt of the deduction the money shall be paid into the appropriate account.
6. All receipts of cash from sales of publications or from whatever source shall be immediately entered into a receipt book and an invoice furnished to the client. A copy of the invoice shall be immediately forwarded to the Accountant together with the cash.
 7. Under no circumstances whatsoever may any member of staff assist any client with the withdrawal of moneys from his or her account, nor may any member of staff receive any consideration, in the form of a donation or payment without the authority of the Director.
 8. All members of staff shall conduct themselves in such a manner to illustrate their good faith and honesty in dealing with the financial affairs of the Centre.

