



ONE

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Organisation of National Ex-Service Personnel

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Óglaigh Náisiúnta Na hÉireann

FINANCIAL POLICY & PROCEDURES

JANUARY 2024

Includes Amendments 1 & 2, April 2024

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FOREWORD

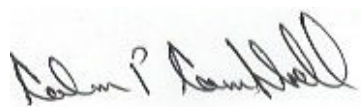
Financial Policy and Procedures are issued on behalf of the Board of Directors of Óglaigh Náisiúnta na hÉireann (ONE) in accordance with the Handbook of Rules. Their contents represent the Financial Policy and Procedures of ONE in relation to matters contained therein.

Failure by any Branch to comply with this Policy and Procedures may lead to the revocation of the Branch Warrant at the annual review conducted by the Board of Directors under the Handbook of Rules.

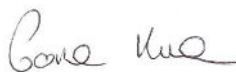
All income, expenditure, payment of wages, subsistence etc shall comply with current taxation laws and general legislation.

All office holders and members of the company shall comply with the Constitution and Handbook of Rules of ONE in relation to all financial matters.

The Financial Policy and Procedures will be reviewed on an ongoing basis by the Board of Directors.



Colm Campbell
Board Chairperson
Óglaigh Náisiúnta na hÉireann



Cormac Kirwan
Chief Executive Officer
Óglaigh Náisiúnta na hÉireann

Distribution: ONE Board Members
ONE Area Councils
ONE Branches

CHAPTER 1

FINANCIAL GOVERNANCE ONE

INTRODUCTION

1.1 ONE is a Registered Charity, a Veterans Organisation, a Company Limited by Guarantee, an Approved Housing Body and a Sustainable Energy Community. It has financial governance obligations for all of these functions.

1.2 Paragraph 47 (1) of the Charities Act 2009 states inter alia that the trustees of a charity shall keep or cause to be kept proper books of account and provides further detail on what is required in this regard. ONE is a company and the directors must ensure continuing compliance with the requirements of Sections 281 to 285 of the Companies Act 2014 with regard to the keeping of adequate accounting records, oversight on safeguarding the assets of the company, and taking reasonable steps for the prevention and detection of fraud and other irregularities.

1.3 Area Council and Branch Officers have analogous responsibilities to those outlined in Paragraph for their Area Council / Branch. Their duties are laid down in Chapters 5 and 6 respectively of the Handbook of Rules.

1.4 ONE must provide assurance to members, donors, partners, etc. This Chapter will outline

- a. The Financial Accounts that are in operation by ONE and its associated policy on Account Signatories, Anti Money Laundering requirements, and Segregation of Duties
- b. The three Lines of Defence used by ONE.
- c. Annual Financial Statements.

FINANCIAL ACCOUNTS

1.5 ONE has a Board of Directors supported by an independent professional Company Secretary, a Head Office, Homes, Veteran Support Centres, Area Councils and Branches. ONE operates a number of bank accounts to support its charitable purpose with all of those centralised in BOI Smithfield Dublin except: one for Brú Doire Feá (Beechwood House) in BOI Letterkenny; and one for Brú Custúim (Custume House) in BOI Athlone.]

1.6 Area Councils and Branches have bank accounts except for one branch which is operated from ONE Head Office through its account. The Branch Accounts are normally limited to €1,000 in branches with 25 members or more and €500 in branches with 24 members or less. Funds above these upper operating levels are transferred by ONE Head Office from the Branch Bank Account to the Reserve Account. Should a Branch fall below the upper operating level, a request may be made to ONE Head Office for a top up from the Reserve Account in accordance with Chapter 6.

1.7 **Account Signatories.**

- a. **Houses.** House Accounts must, at a minimum, have the signatories of the CEO, Executive Assistant, Company Secretary, the House Manager and Deputy House Manager if appointed.¹
- b. **Area Councils and Branches.** Area Council and Branch Accounts must, at a minimum, have the signatories of the CEO, Executive Assistant, Company Secretary, and at least two ONE Officers of the Area Council or Branch, one of which should ordinarily be the Treasurer.
- c. **Head Office Accounts.** Accounts operated by ONE Head Office must, at a minimum, have the signatories of the CEO, Company Secretary, Executive Assistant.

1.8 **Anti - Money Laundering (AML) Requirements.** The Charities Regulator expects ONE to have appropriate systems and processes in place to prevent the loss of charity funds. These systems and processes should be designed to prevent and / or detect fraud and error. However, the Board should also consider, where relevant, the potential for loss through terrorist financing activities or money laundering. This includes putting in place systems and processes to ensure that the charity is not used to launder money or finance terrorist activities. Generally, the measures ONE should take to combat money laundering or terrorist financing risks will depend on its individual risk assessment. However, at a minimum, ONE should:

- a. Have proper and adequate financial records for both the receipt and use of all funds together with audit trails of decisions made; and
- b. Take reasonable steps to ensure that ONE knows who its beneficiaries are, at least in broad terms, carry out appropriate checks in high risk situations and consistently apply clear beneficiary selection criteria.

1.9 **Segregation of Duties.** ONE will, in as far as possible, assign various steps in financial governance to different people. The intent is to eliminate or substantially reduce instances where someone could engage in theft or fraudulent activity by having an excessive amount of control over a process. The outsourcing of the payroll function by ONE to an independent entity is an example of actions taken in this regard.

LINES OF DEFENCE

1.10 **First Line of Defence.** This is a management function and is the responsibility of Head Office, House Managers, and Area Council and Branch Officers. They are responsible for daily risk management and for carrying out every-day work based on ONE's Constitution, Handbook of Rules, and Policies & Procedures details of which are contained below. This includes: education and training; compilation of accurate accounts in a timely manner; monitoring activity for suspicious behaviour; and reporting suspicious activity to relevant authorities.

¹ This does not apply to Brú Custúim (Custume House) and Brú Doire Feá (Beechwood House) as they are held separately. See Paragraph 2.1. Work is ongoing with the bank re CEO on all other accounts..

- a. **Policies and Procedures** ONE has a series of Policies and Procedures in place (listed in the Handbook of Rules) that are designed to influence and determine all major decisions and actions of ONE, and all activities take place within the boundaries set by them. They apply to all elements of ONE including Branches, Area Councils, Veteran Support Centres, Houses, Head Office and the Board of Directors. Policies are the principles, rules, and guidelines formulated and adopted by ONE to reach its long-term goals. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organisation. Together, Policies and Procedures ensure that a point of view held by the Board of ONE is translated into steps that result in an outcome compatible with that view.
- b. ONE has the following Policies and Procedures in place in relation to Finance:
 - (1) Financial Policy and Procedures 2024.
 - (2) ONE Financial Reserve Policy and Procedures 2023.

1.11 Second Line of Defence. This is a function of the Board of Directors of ONE and the Company Secretary. It consists of compliance and risk functions. These functions ensure that ONE conduct business in accordance applicable laws, rules and standards set, by overseeing and monitoring operations and providing advice and guidance to the first line of defence. It includes

- a. **Governance Documents.** The Board reviews governance documents, including financial governance, on a regular basis, i.e. every three years.
- b. **Risk Management.** The Board conducts Risk Analysis on a quarterly basis.
- c. **Monthly Board Meetings**
 - (1) The Board of Directors of ONE meet on a monthly basis. They are provided with a Board Pack at least seven days in advance of each meeting that contains a financial report on the following for the previous month (
 - (a) Monthly Management Account – a consolidation of all the accounts listed below.
 - (b) National Head Office Current Account.
 - (c) Head Office Reserve Account.
 - (d) Brú na bhFiann Current Account.
 - (e) Brú na bhFiann Reserve Account.
 - (f) Brú Chostúim (Custume House) Account.
 - (g) Brú Doire Feá (Beechwood House) Account.
 - (h) Brú na Farraige Account.
 - (i) Brú Uí Choilleáin Account (When open).
 - (j) Branch Accounts – Consolidated.
 - (k) ONE Development Account.
 - (l) Reserve Account – Branches and Houses.
 - (m) Social and Cultural Account

- (n) Lottery Account.
- (2) In addition to the financial reports circulated to the Board, the Account Operator provides CEO with the Bank Statements for the accounts listed above. The CEO, having checked the financial reports and supporting documentation, forwards them to the Audit and Finance Committee for further scrutiny prior to financial reports being circulated to the Board.
- d. **Monthly Area Council and Branch Returns.** ONE Area Councils and Branches complete a comprehensive financial return on their accounts every month. This is examined in detail by the Internal Audit Unit and the Audit and Finance Committee of the Board and reported on to the Board thereafter.
- e. **Board of Directors.** Any member of the Board of Directors or the CEO has the authority to monitor the standards required by the company in bookkeeping, expenditure and budgetary control at ONE Head Office, Houses, Area Council or Branch level.

1.12 **Third Line of Defence.** The third line of defence is ONE's Internal Audit Unit. Internal Audit performs independent assurance activities to evaluate and improve the effectiveness of governance and control processes, and to support the Board and Head office in protecting ONE's assets, reputation, and sustainability. The members of the Internal Audit Unit shall not be officers of the company at any other level, i.e. Board, Head Office, Area Council or Branch. Please see **Annex A** for further information on Internal Audit.

ANNUAL FINANCIAL STATEMENTS

1.13 The accounts of ONE are subject to external audit on an annual basis in accordance with the Companies Act 2014 and accounting standards issued by the Financial Reporting Council, including Financial Reporting Standard 102 Section 1A, the standard applicable in the UK and Ireland. The accounts are subject to a regulatory approval process by the Board and are laid before the AGM. Copies of the completed statements are lodged with the Companies Office and the Charity Regulator, placed on our website <http://one-veterans.org/>, and shared with the Department of Defence and the Dublin Regional Homeless Executive.

CONCLUSION

1.14 The Financial Policies and Procedures in use by ONE are reviewed regularly and were last updated in 2023. A comprehensive range of Financial Oversight Processes are in place to realise the fiduciary responsibilities of the trustees. Financial Reports are provided to the Board on a monthly basis in advance of their monthly meetings. Branch Accounts are subject to internal audit every four months and strict control systems are in place thereon. The accounts of ONE are subject to external audit on an annual basis in accordance with the Companies Act 2014, are signed off by a Statutory Audit Firm, and reported on accordingly. The Board on ONE will continue to review all governance arrangements and make any necessary adjustments thereto.

CHAPTER 2 GENERAL FINANCE

ACCOUNTS

2.1 Bank Accounts of the ONE, with two exceptions², are domiciled in the same branch. All such accounts must, at a minimum, have the signatories of the Chief Executive Officer (CEO) and the Company Secretary with at least two ONE Branch Officers of the relevant Branch, one of which is the Treasurer. Funds may be drawn only on a cheque signed by two authorised signatories to the Bank Account, by Debit Card or by electronic transfer by the person/s authorised to do so.

2.2 The CEO will forward Monthly Bank Statements to branches and area councils by the tenth day of the following month.

2.3 No other accounts may be operated or opened in the name of any ONE Branch without the express written permission of the Chairperson of the Board of Directors and the Chief Executive Officer of the ONE.

2.4 Branches and/or Area Councils are prohibited from making cash payments in excess of a total of €20 in a calendar month. All other payments must be by cheque, debit card, or electronic transfer.

2.5 The Company, under company law, shall organise and implement an Annual Audit of the Company and Branch Accounts.

2.6 Accounts run for the financial year of the Company, which shall end on the 31st December and the Board shall ensure that a statement of Income and Expenditure and a Balance Sheet, by the Independent Auditors of the Company, shall be laid before the Annual General meeting of the Company.

2.7 Any member of the Board of Directors or the CEO shall have the authority to monitor the standards required by the company in bookkeeping, expenditure, and budgetary control at ONE Head Office, Houses, Area Council or Branch level. Directors wishing to inspect accounts shall give the CEO seven days' notice in writing.

2.8 Area Council / Branch Chairperson shall monitor the standards of accounting, bookkeeping and budgetary control required at area council / branch level by the Treasurer. S/he is required to report any concerns to ONE Head Office.

2.9 The Internal Audit Unit and the Area Councils will carry out internal audits as required and will use the four-level assurance framework outlined in Annex A to this Policy in their reports. Financial correspondence and/or queries shall be forwarded to the Company at; Brú Na bhFiann, Smithfield Market, North King Street, Dublin 7.

ANNUAL BUDGETS.

2.10 Budgets shall be set for all Company accounts, e.g.

- a. ONE Head Office.
- b. Houses
- c. Any other Facility the Company may own, run or control.

2.11 The budget for each facility of the Company shall be prepared by the CEO in consultation with the Audit and Finance Committee and approved by the Board of Directors.

² Brú Custúim (Custume House) and Brú Doire Feá (Beechwood House)

CHAPTER 3 INCOME

MEMBERSHIP, LEVIES, & AREA COUNCIL REGISTRATION FEE

3.1 The Company shall be financed by means of membership fees collected through the branch organisation from all members of the Company and paid on an 80% basis to the Company with 20% being retained at the Branch level. Fees for existing members to be paid by 01 January of the membership year. The current rate is set at €25 per annum. ONE Head Office will conduct checks to ensure fees have been paid and the appropriate percentage transferred.

3.2 Levies to support company primary objectives may be placed on branches by the Board from time to time.

3.3 Each branch shall pay an annual registration fee of €50 to their Area Council, or a sum lower than that decided by the relevant Area Council, by the 28 February each year. ONE Head Office will conduct checks to ensure fees have been paid.

FUNDRAISING

3.4 **National Fundraising.** All proceeds from the Hope Couture, Sleeping Flags, ONE Challenge, Fuchsia Appeal, Charitable Donation Scheme, Supporters of ONE, Golf Classic, and other national fundraising events are for the primary objectives of the charity and shall be returned in full to ONE Head Office. Such funds may be allotted to branches to fund elements of the main object of the charity such as Veteran Support Centres. These fundraisers can vary from year to year.

3.5 **Local Fundraising.** Branch Flag Day Fundraising shall be taken up annually throughout the country and shall be arranged by Branch Officers with the Garda Síochána. It shall be the duty of each Branch to organise the fundraising in its area. 30% of local fundraising shall be submitted to the ONE Head Office within 14 days from day of the fundraising activity, with 70% retained by the Branch. ONE Head Office will conduct checks to ensure this has occurred.

3.6 **Branch Profit-Making Functions.** A percentage of the net profits as determined by the Annual Convention of all Branch profit-making functions shall be submitted to the Company Head Office within 1 calendar month from the day of the function. The current rate is set at 10%. ONE Head Office will conduct checks to ensure this has occurred.

3.7 **Fundraising Governance.** Details on governance procedures to be adopted during fundraising are included in **Annex B**.

LOTTERY

3.8 The Lottery, hereafter called Lotto, is organised to raise funds for the main object of the charity as specified in the Constitution of Óglaigh Náisiúnta na hÉireann (ONE).

3.9 Each individual entry into the Lotto shall cost €2.00.

3.10 Lotto entry shall consist of a selection of four numbers from a choice of 1–26.

- 3.11 Four numbers may be selected online (www.one-veterans.org), on the ticket stub or on the official 'ONE Lotto Fax Sheet'.
- 3.12 The jackpot shall commence at €1,000.00. In the event of there being no winner of the Jackpot in any draw, a sum of €100.00 shall be added to the Jackpot until it is won or reaches its limit of €10,000.00.
- 3.13 If the Lotto Jackpot is not won and it reaches its limit of €10,000.00, it shall be held at its limit until it has been won outright by match 4 winner or winners.
- 3.14 Selections that match four numbers on an individual selection shall win the weekly Jackpot.
- 3.15 If more than one entry matches the four numbers drawn, then the Jackpot shall be divided equally among the successful entries.
- 3.16 Where the jackpot has not been won, €400.00 shall be divided between entries matching three of the four numbers drawn.
- 3.17 A committee appointed by the Board shall supervise the draw.
- 3.18 While the Committee takes care to check for winners, it is the responsibility of the ticket holder to claim their prize within fourteen days of the draw.
- 3.19 Confirmation of payment must be received by the Lotto Committee before an entry is included in the draw.
- 3.20 All entries must be with the Lotto Committee before

CHAPTER 4 EXPENDITURE

AUTHORISED EXPENDITURE

4.1 The Treasurer is responsible for all monies received and expended by the Area Council / Branch. S/he shall lodge all monies received in the bank account approved by the Board of Directors. All monies required for expenses of the Area Council / Branch shall be drawn from the said account by way of a cheque, signed by the Treasurer and at least one other signatory as decided on by the Branch. The Treasurer shall at no time retain on hands more than €20.00 in cash. The Treasurer shall submit Monthly Returns in accordance with Chapter 5 of this policy. The Treasurer shall prepare a short written financial report for circulation to members at each monthly meeting.

4.2 The following is a guide in relation to what Branch Treasurers may authorise as legitimate expenditure.

- a. All approved expenditure towards the promotion of the primary objectives of the Company.
- b. Expenses necessarily incurred by a branch member. i.e.
 - (1) Travel for authorised journeys (see Travel and Subsistence).
 - (2) Subsistence Allowance (see Travel and Subsistence).
 - (3) Area Council / Branch officers must provide pre-approval, in writing, for any proposed out of pocket expenses that may be incurred by Branch members or others. Any out-of-pocket expenses must be submitted to the Area Council / Branch Treasurer with supporting invoices/receipts.
 - (4) The reimbursement of expenses and subsistence allowances as outlined in (1), (2) and (3) above is subject to branch approval for journeys to be undertaken and shall be applied for on the official expenses claim form and accompanied by any receipts or evidence of proof of expenditure.
 - (5) Administration Expenses – Administration expenses should be kept to a minimum and all expenditure on administration shall be vouched. Stationery, office supplies, postage, photocopying of a type and quantity that the Branch could reasonably be expected to use during the year.
 - (6) Any other costs of a minor nature within and allowing for overall budget projections for a branch in support of the subsidiary objects of the company.
 - (7) Invoices/receipts must be obtained as proof of all purchases and expenses and must be appropriately retained and filed.
 - (8) All payments to outside Agencies providing any equipment or service to a Branch or Area Council above the total amount of €19.99 in a calendar month will be paid by Branch Cheque, Debit Card or electronic transfer. If a petty cash float is required for reimbursement of minor out-of-pocket expenses under =/< €19.99, a petty cash book must be kept and a petty

cash voucher, signed by the payer and the recipient, attached to the receipts to support payments. Vouchers should be numbered and filed in number order.

- (9) Social & Cultural Activities are self- financing and monies raised for the primary objective of the charity cannot be spent on these activities.
- (10) **Annual Convention:** Expenses to include travel and subsistence may be paid to send three delegates from each branch to the Annual Convention. Observers may attend Annual Convention at their own expense.

4.3 Claims, where possible, should be submitted within one Calendar month.

4.4 Situations that may arise necessitating temporary over expenditure in a specified budgetary area shall be immediately brought to the attention of the CEO for approval.

4.5 All capital expenditure must be fully costed and approved by the Board of Directors. A minimum of three (3) quotations shall be required for all capital expenditure works exceeding €5,000.00.

4.6 The CEO may use his/her personal credit card for expenses incurred by him/her for the working of the company. Reimbursement is on submission of receipts and prior approval by the Chairperson of the Board.

TRAVEL AND SUBSISTENCE:

4.6 The rate of €0.37.5 cent per kilometre shall apply. This shall be the standard rate for all non-contractual Company members.

4.7 Where an individual is a passenger in a car, they shall not be entitled to claim mileage allowance.

4.8 Members who travel by train or bus and incur public transport costs shall be reimbursed this figure only on receipt of a valid ticket. If an individual is availing of free travel on public transport, they are not entitled to claim the PTR (Public Transport Rate) or mileage rate. PTR shall only be paid on submission of a valid travel ticket that should be attached to the claim form.

4.9 Subsistence for attending company business shall be paid at a rate of:

Over 5 hours (Including travel time)	€15.00
Over 15 hours (Including travel time)	€22.00
Overnight (24 Hours) necessary journey only	€60.00

(For all Company Members)

4.10 Miscellaneous expenses shall only be paid on production of a valid receipt that should be attached to the claim form.

4.11 Payment shall only be processed on production of a properly completed claim form that has been produced in compliance with current revenue guidelines.

4.12 Payments shall be issued by cheque or where Bank information is supplied, by credit transfer, following verification of all claim forms.

4.13 The above figures shall be reviewed annually in conjunction with the Company's annual budgets.

4.14 Claims, where possible, should be submitted within one Calendar month.

4.15 All Expenses Claims are to be paid within one (1) month of the date of claim.

BRANCH EXPENSES

4.16 The Company or the Board of Directors are not liable for any expense incurred at Branch level.

4.17 Branches shall be responsible for all stationary, postage, office equipment, communication costs and any other costs that are incurred in the administration of their Branch.

4.18 Branches shall be responsible for all costs incurred when reproducing or photocopying information or circulars to their branch members.

4.19 All and any expenditure incurred by the Company or any branch of the Company shall only be paid with a cheque, debit card, electronic transfer, or otherwise authorised by the Company.

CHAPTER 5

AREA COUNCIL AND BRANCH RETURNS

AREA COUNCIL AND BRANCH MONTHLY RETURNS

5.1 All Branches and Area Councils **WITHOUT EXCEPTION** must send in a Monthly Financial Return in respect of their accounts by the 14th of the following month.

5.2 The Monthly Return is a copy of the Area Council / Branch Financial Account (**Annex C**), together with a copy of associated invoices and receipts, and should be accompanied by a Reconciliation Statement (**Annex D**).

5.3 Returns must be submitted even if there is a NIL Return in either income or expenditure. No changes can be made by ONE Head Office, the Area Council or the Branch to the return once it has been submitted without the prior approval of the Internal Audit Unit. Any necessary adjustments can be reflected in the return for the following Period together with a short explanatory note.

5.4 A **NIL** return means that there is:

- No Income for the month and
- No Expenditure for the month.

Do not forget that Bank Fee's continue to apply and are classified as expenditure.

5.5 When sending in a NIL return, draw a diagonal line from bottom left to top right of the Account and write NIL on the line.

5.6 The following actions will occur on receipt of the Monthly Account from Area Councils and Branches

- a. They will be checked at ONE Head Office and the totals in each column entered into the Integrated Financial Management System (IFMS). ONE Head Office will cross check the Branch Returns against the information on the centralised banking system and any discrepancies will be queried.
- b. ONE Head Office will make the Area Council and Branch Monthly Returns available to the Internal Audit Unit (IAU). The Internal Audit Unit will undertake any checks it deems necessary and bring their result to the Audit and Finance Committee for approval or otherwise using the Assurance Levels outlined in Annex A. The IAU also have direct access to the IFMS, CEO and the Board should that be necessary.
- c. The Audit and Finance Committee will bring the monthly report to the next meeting of the Board who will either approve the report or request further information.

5.7 Branch accounts may be internally audited by the Area Council or the Internal Audit Unit.

BRANCH CLOSURE / DISSOLUTION

5.8 When the dissolution of a Branch shall have been decided on, surplus funds, after providing for all outstanding liabilities, shall be dealt with in such a manner as the Board, at its absolute discretion, shall determine and to this end the results of the referendum, together with a final statement of the financial affairs of the Branch shall be forwarded to the CEO within six months of the said referendum.

CHAPTER 6 BRANCH RESERVES

PURPOSE

6.1 The purpose of the Reserves Policy for the Organisation of National Ex-Service Personnel (ONE) is to ensure the stability of the mission, programmes, employment, and ongoing operations of the charity and to provide a source of internal funds for organisational priorities such as building repairs and improvement, program opportunities and capacity building.

FUNDING

6.2 The Reserve will be funded with surplus unrestricted operating funds supplied primarily through surplus funding from Branches whose annual operating budget shall set aside an operating balance of:

- €1000 for Branches with more than 25 Members.
- €500 for Branches with 24 Members or less.

The Branch Lotto income is over and above the operating budget outlined above.

6.3 Funds above these upper operating levels shall be transferred by ONE Head Office from the Branch Bank Account to the Reserve Account. Should a Branch fall below the upper operating level, a request may be made to ONE Head Office for a top up from the Reserve.

USE OF RESERVES

6.4 Use of the Reserves requires three steps:

- a. **Identification of appropriate use of reserve funds.** The Chief Executive will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be needed and replenished.
- b. **Authority to use reserves.** The Chief Executive will submit a request to use Reserves to the Finance Committee of the Board of Directors. The request will include the analysis and determination of the use of funds and plans for replenishment. The organisation's goal is to replenish the funds used within twelve months to restore the Reserve Fund to the target minimum amount. If the use of Reserves will take longer than 12 months to replenish, the request will be scrutinised more carefully. The Finance Committee will approve or modify the request and authorize transfer from the fund.
- c. **Reporting and monitoring.** The Chief Executive is responsible for ensuring that the Reserve Funds are maintained and used only as described in this Policy. Upon approval for the use of Reserve Funds, the Chief Executive will maintain records of the use of funds and plan for replenishment, if required. He/she will provide regular reports to

the Finance Committee/Board of Directors of progress to restore the Fund to the target minimum amount, if required.



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Annex A - Internal Audit of Accounts

The Internal Audit Unit (IAU) of ONE review the accounts of all area councils and branches of ONE on their submission. A four-level assurance framework has been developed with the objective of having two intermediate levels (Moderate and Limited) between Satisfactory and Unsatisfactory in order to provide greater clarity on the status of the control systems found by ONE's IAU. The IAU expresses an overall opinion, based on the audit findings, on the level of assurance that may be provided to the Board of ONE about the effectiveness of the governance, risk management and internal control system of the accounts of the area council or branch reviewed. The assurance levels are defined as follows

Assurance Level	Definition
UNSATISFACTORY	There are weaknesses in the system of governance, risk management and control which create a serious and substantial risk that the system will fail or has failed to meet its objectives. Urgent action is required to improve the adequacy and/or effectiveness of the system.
LIMITED	There are weaknesses in the system of governance, risk management and control which create a significant risk that the system will fail to meet its objectives. Prompt action is required to improve the adequacy and/or effectiveness of the system.
MODERATE	There are weaknesses in the system of governance, risk management and control which create a moderate risk that the system will fail to meet its objectives. Action is required to improve some elements of the adequacy and/or effectiveness of the system.
SATISFACTORY	Overall there is an adequate and effective system of governance, risk management and control. No immediate action is required to enhance the adequacy and/or effectiveness of the system.

Annex B - Fundraising Governance

INTRODUCTION

Treasurers shall ensure that at least three members together shall conduct and certify the counting of all monies raised on behalf of ONE and all monies collected are to be lodged within five working days of the fundraising.

FUNDRAISING BUCKETS / COUNTER TOP BUCKETS

1. On the day fundraising commences, the sealed buckets are issued by Head Office / Area Council / Branch and there are two members appointed by Head Office / Area Council / Branch in charge of the event, hereafter called Administrator 1 and Administrator 2.
2. The buckets are sealed on the day with a Numbered Security Seal and a sheet is kept with the number of the bucket and seal, and to whom it was given too / or where placed along with their signature.
3. The seal on the buckets should not be tampered with in any way and all funds raised must be submitted to the fundraiser in question.
4. When the buckets are returned, they are signed back in, with each seal broken individually and counted by the two Administrators and the amount recorded on the sheet.
5. This sheet is then totalled and balanced against the actual money that has been bagged for deposit to the bank. This is checked by a third member (Administrator 3) to ensure that each bucket amount is correctly recorded and the total money on the sheet agrees with the lodgement on the deposit slip.
6. The sheet is then signed off by Administrator 3 and the funds are lodged to the bank
7. See sheet at Appendix 1 hereto.

CARD PAYMENT MACHINES

1. ONE has a number of Card Payment Machines to enable fundraising via credit and debit cards, and other forms of contactless payments.
2. The Card Payment Machines are held at Head Office and may be issued to Area Councils or Branches on application and in line with the Annual Marketing and Fundraising Plan. Machines should be returned immediately to Head Office after the fundraising event.
3. Fundraising received via the Card Payment Machines is automatically lodged directly to the National Account at Head Office. Area Councils or Branches may request confirmation of the amount raised via the Card Payment Machine/s from ONE Head Office.
4. ONE Head Office can verify the amount received via the Card Payment Machine/s from the fundraising service provider, supported by the National Account Bank Statement.

5. Where Card Payment Machines are used for Local Fundraising, 70% of the funds raised (See Para 3.5) will be transferred by ONE Head Office to the respective Branch.
6. The donor will be offered a receipt and this can be facilitated by printing a receipt from the Card Payment Machine.
7. The Card Payment Machine will be held securely by the fundraiser at all times.

PERMITS

1. All permits for fundraising will be co-ordinated through the relevant Area Council or Head Office.
2. Branches will inform their respective Area Council of all applications for permits.

ONE FUNDRAISERS SHOULD³

1. Be trustworthy and conduct themselves at all times with integrity and honesty and should act openly and in such a manner as to ensure that donors are not misled.
2. Ensure that their actions enhance the charitable purpose and reputation of the charity that they represent.
3. Disclose if they are employees of the charity or third party agents.
4. Be able to state the purpose for which funds being collected will be used.
5. Have a general knowledge about the aims and objectives of the charity and be able to inform donors of where they can find supplementary information.
6. Not knowingly or recklessly disseminate false or misleading information in the course of their professional duties, nor permit others to do so.
7. Not unreasonably intrude on the privacy of those from whom donations are being solicited.
8. Not make unreasonably persistent approaches nor exert undue pressure on people to make donations to the charity concerned.
9. Not act in a manner inconsistent with these Guidelines, or cause or permit others to do so.
10. Not exploit any relationship with a donor, volunteer or employee for personal benefit or misuse their position for personal gain, and
11. Comply with all legal requirements and advocate adherence to these within the organisation which employs them or for which they volunteer.

³ Page 12 - Guidelines for Charitable Organisations on Fundraising from the Public -issued by the Charities Regulatory Authority

Appendix 1 to Annex B

Event Name:

Head Office/ Area Council / Branch Name:

Administrator 1 Name:

Administrator 2 Name:

Bucket No	Seal No	Signed Out By	Signed In By	Amount
Total Collected	NA	NA	NA	

Signed by Administrator 1:

Signed by Administrator 2:

Signed by Administrator 3:

Date Lodged to Bank:

Annex C - Monthly Area Council and Branch Account Template

Branch and Area Councils Financial Reports 2024													
Expenditure	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Year to Date
Head Office (Other than those listed separately below).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other Branches/Area Councils, (e.g. Fees) & Houses (e.g. Donations).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Membership (80% to Head Office).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Purchase of Clothing/Emblems etc from ONE Shop (To Head Office).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Branch Lotto Income (60% to Lotto Account).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
National Fundraising (100% to Head Office).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Local Fundraising (80% to Head Office).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Contributions to Social & Culture Activities (To S&C Account).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Branch Reserve (Months above the Operating Balance).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Emblems/Clothing, Flags etc from outside of ONE.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Remembrance.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Social & Culture Activities (paid by Members).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Travel & Subs.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Branch Administration.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Veteran Support Centre (e.g. Rent/Furniture/IT Equipment/etc).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Donations to other Charitable Organisations.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Bank Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Sundry (not covered above).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grand Total Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Head Office.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Payment from other Branches (normally to AC for Affiliation Fee or Donations from other Branches).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Share of On Line Lotto from Lotto Account	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Social & Culture Account (Paid by Members).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Drawing down from Branch Reserve.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Overpayments to Head Office (returned).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Donations directly to the Branch or AC (Local Councils, Bequests, etc).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Lotto paid to Branch Treasurer by Members, etc.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Membership Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
National Fundraising (e.g. Ruchsa Appeal, Sleeping Flags, etc).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Local Fundraising (e.g. Church Gate Collections, Quiz, etc).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Payment from Members for Social & Cultural Activities.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Veteran Support Centre (e.g. Grants from Councils, etc).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Sundry (any other Income not covered by the above).	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Sub Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grand Total Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income + Opening Balance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Less Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Balance to next month	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Appendix 1 to Annex C

GUIDE FOR COMPILATION OF MONTHLY FINANCIAL RETURNS

Expenditure

1. **Internal Expenditure** is any payment from an ONE Account to another ONE Account. The following are the most frequent:
 - a. Head Office (other than those listed separately below)
 - b. Other Branches, Area Councils (e.g. Fees), & Houses (e.g. Donations).
 - c. Membership (80% to Head Office).
 - d. Purchase of Clothing /Emblems etc from ONE Shop (To Head Office).
 - e. Branch Lotto Income (60%) to Lotto Account).
 - f. National Fundraising (100% to Head Office).
 - g. Local Fundraising (30% to Head Office).
 - h. Contributions to Social & Cultural Activities (To S&C Account).
 - i. Branch Reserve Account (Monies above the Operating Balance).
2. **External Expenditure** is any payment to any person / body outside of other ONE Accounts. The following are the most frequent:
 - a. Emblems / Clothing, Flags etc from outside of ONE.
 - b. Remembrance.
 - c. Social & Cultural Activities (paid by Members).
 - d. Travel & Sub.
 - e. Branch Admin.
 - f. Veteran Support Centre (e.g. Rent / Furniture / IT Equipment / etc) .
 - g. Donations to other Charitable Organisations.
 - h. Bank Charges.
 - i. Sundry (not covered above).

Income

3. **Internal Income** is Income from any source within ONE. The following are the most frequent:
 - a. Head Office
 - b. Payment from other Branches (normally to AC for Annual Registration Fee or donations from other Branches).
 - c. Share of On Line Lotto from Lotto Account.
 - d. Social & Cultural Account (Paid by Members)
 - e. Drawing down from Branch Reserve.
 - f. Overpayments to Head Office (returned).
4. **External Income** is any Income from a source(s) other than another ONE Account. The following are the most frequent:
 - a. Donations directly to the Branch or AC (Local Councils, Bequests, etc)
 - b. Lotto paid to Branch Treasurer by members, etc.
 - c. Membership Fees.
 - d. National Fundraising (e.g. Fuchsia Appeal, Sleeping Flags, etc).
 - e. Local Fundraising (e.g. Church Gate Collections)
 - f. Payment from Members for Social & Cultural Activities.

- g. Veteran Support Centre (e.g. Grants from Councils, etc)
- h. Sundry (any other Income not covered by the above.)

General

- 5. In all cases of Sundry Income & Expenditure an explanation will be given as to the source & reason for the Income/Expenditure.
- 6. All Monthly Returns reflecting External Payments will be accompanied by a Receipt/Invoice for such payments.
- 7. In the case of Travel & Sub. The completed and signed Travel & Sub. Claim Form will be attached to the Return.
- 8. Appendix 2 will be compiled to provide additional information on transactions.

Appendix 2 to Annex C

EXTERNAL EXPENDITURE FOR MONTH OF _____ 2024

Date of Transaction	Amount	To Whom Paid	Reason	Cheque Number/Debit Card/Cash/EFT Transaction
	€0.00			

Oglaigh Naisiunta na hEireann - Monthly Branch Account Reconciliation Report

Branch _____

Closing Balance as per Previous Month €0.00

Income €0.00

Expenditure €0.00

Closing Balance as per Current Month A €0.00

Balance per Bank Statement €0.00

Add Outstanding Lodgments not on
Bank Statement Before End of Period

	€0.00
	€0.00
	€0.00
	€0.00
	€0.00
	€0.00
	€0.00
	€0.00

Less Outstanding Cheques not on
Bank Statement Before End of Period

Chq No.		€0.00
		€0.00
		€0.00
		€0.00
		€0.00
		€0.00
		€0.00
		€0.00
		€0.00
		€0.00

Reconciled Balance B €0.00

Difference, if any, (A - B)
(If work correct, there should be no difference.
i.e. A should equal B and C should equal zero) C €0.00

I, having made appropriate enquiries, confirm that to the best of my knowledge and belief the above together with the Income Analysis and Expenditure Analysis are a full and accurate Statement of Receipts and Payments, for the House for the period and that all expenditure during the period was in accordance with ONE rules and standing orders.

SIGNED _____
Treasurer

NAME (Block Capitals) _____

DATED _____

Contact Number _____