



Management of company finances Policy

Notice to employees using a paper copy of this policy
The company Policies folder on the shared drive holds the most recent version of this document and all employees must ensure that they are using the most recent guidance.

Document Control

Document Name	Management of Company Finances
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Purpose	Libertatem Healthcare Group is committed to the highest standards of moral and ethical behaviour. Employees of the company are expected to report known or suspected financial irregularities. The organisation believes that its service users have a right to expect that the organisation will be run in an honest and sound financial basis with robust procedures for dealing with and protecting the financial interests of service users.
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Outcome

That the finances of the business are managed in a transparent and open way to ensure stability of the business for our employees and the people we support

Scope

This policy applies to all staff

Policy Statement

Libertatem Healthcare Group is committed to the highest standards of moral and ethical behaviour. Employees of the agency are expected to report known or suspected financial irregularities. The organisation believes that its service users have a right to expect that the organisation will be run in an honest and sound financial basis with robust procedures for dealing with and protecting the financial interests of the company. The organisation fully complies with Regulation 13 Financial position as required by the Care Quality commission regulations 2015.

Aim

This policy is intended to set out the values, principles and policies underpinning Libertatem Healthcare Group's approach to financial irregularities in the management of the organisation and in the running of the business.

Policy

Libertatem Healthcare Group requires that:

- open, transparent and robust accounting and financial procedures should be adopted and annually audited by an independent firm of auditors
- annual accounts will be prepared and submitted by a professional independent firm of auditors
- any employee who suspects financial irregularities or corruption by staff or managers must report their suspicions immediately to the Board of Directors.
- all staff are encouraged to raise any genuine concerns about any malpractice, suspected crime, breach of legal obligations, miscarriage of justice, danger to health and safety or the environment, financial malpractice, fraud, corruption and breach of regulations, or any cover up of these, that they may come across, which affects Libertatem Healthcare Group, its service users or other staff — all staff who so disclose information have statutory protection in line with the Public Interest Disclosure Act 1998 and the Libertatem Healthcare Group Whistleblowing policy, provided that concerns are raised in the right way and they are acting in good faith
- all financial irregularities or suspected financial irregularities will be fully investigated by a Senior Manager appointed by a Director of the company as per the disciplinary policy
- any evidence of fraud or criminal activities will be immediately reported to the police
- all employees or members of staff should co-operate fully with, and make any documents available to, the police and/or their appointed auditors upon investigation of any allegations of financial irregularities
- Libertatem Healthcare Group will maintain a register (that is open to inspection) within which the organisation's owners and managers should declare, in writing, any interest or involvement with: any other separate organisation providing care or support services or responsible for commissioning or contracting those services, including where partners or other close family members own or manage at a senior level; other businesses providing domiciliary, day, residential or nursing care
- where financial information is held on a computer or in a database then the requirements of the Data Protection Act 2018 should be followed
- all parties involved with a financial irregularity, must handle the reporting and investigating with utmost confidentiality and objectivity.