**Factsheet 14: Finance systems and home working**

With many people home working, there may be some challenges to think about in terms of following your usual finance procedures. These may need to be amended temporarily to ensure things continue to run smoothly without putting staff at risk.

Some things to consider:

* If you usually require signed payment authorisation, can this be changed to an e-mail authorisation?
* Are staff able to submit expenses claims electronically?
* If you use cheques, are there alternatives you can use? Gaining two signatories will not be easy with social distancing and self-isolation
* Do you have a contingency plan in place for if key finance staff become unwell and are unable to do necessary work?
* Do you have someone in place who can run your payroll for you if payroll staff become unwell?
* Are you able to access any invoices or payments being sent in the post if offices are closed?

If you have any questions about the best way to operate your finance systems remotely, contact louise@huntsforum.org.uk