

# Addingham Civic Society

## Financial Management - Policy and Procedures



### Financial Policy

1. Addingham Civic Society Trustees are responsible for:
  - Safeguarding the assets of the charity
  - Preventing fraud
  - Avoiding errors
  - Keeping financial records in accordance with the governing document and relevant legislation (e.g. Charities Acts, Companies Acts etc).
  - Preparing Annual Accounts in accordance with the governing document and relevant legislation
2. The Financial Procedures detailed below must be followed at all times by all Trustees and volunteers.
3. A copy of this policy and procedures will be given to all Trustees on their election to the Board, and to all relevant volunteers.
4. The policy and procedures will be reviewed regularly by the Trustees and revised as necessary.

### Financial Procedures

#### 1. Organisational Information

- ACS Financial Year runs from 1<sup>st</sup> April – 31<sup>st</sup> March
- Name of Bankers: Current Account: Virgin Money  
Savings Account: Skipton Building Society, Ilkley Branch
- Name of Auditor/Independent Examiner to be agreed by the Trustees and recorded in the AGM minutes.

#### 2. Bank Accounts

- All bank accounts must be in the name of the organisation.
- No account may be opened in the name of an individual or individuals.
- New accounts may only be opened by a decision of the Board of Trustees, which must be minuted.
- Changes to the bank mandate may only be made by a decision of the Board of Trustees, which must be minuted.
- Two people should be involved in counting cash receipts.
- All cheques must be signed by two signatories.
- The signatories are responsible for examining the cheques for accuracy and completeness.
- All payments by bank transfer must be authorised in advance by two signatories or by one signatory and another officer.
- The treasurer is responsible for ensuring accuracy and completeness of any bank transfer instruction prior to transmission of a payment by bank transfer.
- The signatories are responsible for examining the payment documentation (purchase invoice etc) prior to signing the cheque or authorising an Internet Transfer.
- Blank cheques must never be signed by two signatories.

#### 3. Signatories:

##### Accounts

- Name: Society Treasurer  
Role: Treasurer
- Name: Society Chairman  
Role: Chairman
- Name: Society Vice Chairman  
Role: Vice Chairman

##### Gift Aid Registration

- Name: Society Treasurer  
Role: Treasurer

#### 4. Reviews of Finances

The Society's financial position shall be reviewed at least quarterly by the officers' committee.

#### 5. Financial Reports

- a) A financial report will be prepared for every Board of Trustees meeting.
- b) The Trustees' financial report will show overall and monthly surplus and deficit.

- c) Each Financial Report will be circulated to all Board of Trustees members and discussed at the following Trustees' meeting.
- d) The reports will be prepared by the Treasurer

## 6. Accounting and other financial records

The organisation maintains a computerised Xero accounting system which records all bank current account transactions, including:

- Cheques and cash received and banked
- Cheque payments, Internet Banking Transfers and other amounts paid from the bank accounts
  - a) Every transaction will be entered into the appropriate book and will include:
    - The date of the transaction
    - The name of the person from whom the money was received or paid to and the full amount
    - A brief description of why the money was received or paid
    - An analysis of each amount under its relevant budget heading, where applicable
  - b) All documents relating to receipts and payments will be filed in the month they are input into the system
  - c) Treasurer to create monthly back-ups of financial information and spreadsheets to be kept in an appropriately safe location.

## 7. Authorisation and Payment

- a) All purchase orders must be recorded.
- b) The Chairman (Vice Chair or Treasurer in the Chair's absence) must approve new spending for any item over £50.
- c) No Board of Trustees or staff member may authorise payment to themselves, their partner or relatives.
- d) All cash received must be recorded promptly. When the Treasurer or Trustees receive cash they may keep it and promptly make a bank transfer to ACS of the amount received. Any Trustee so doing must promptly inform the Treasurer of the source of the money, the date it was received and the date of the transfer. The Treasurer shall note all that information in the records.
- e) Invoices (or other receipts) should be checked before payment is authorised. All goods received must be signed for, if unchecked they must be checked for completeness before payment.
- f) Once payment has been made the invoice (or other receipt) should be marked "Paid", together with the cheque number and date or internet reference.
- g) All payments must be entered in the computerised accounting system only after being authorised.
- h) The steering committees of the Society's Environment Group and Heritage Group are responsible for the management of the funds held by the Society respectively on behalf of each of the groups, as recorded in the Society's books. Any item of expenditure by either group above £50 must be approved in advance by that group's steering committee.

## 8. Financial Reserves

Financial reserves are held in the Skipton Building Society Account, and are used to finance contingency, community awards and named projects.

## 9. Trustees Expenses

Necessary expenses incurred by Trustees on Civic Society business, such as travel costs and/or overnight stays can be claimed for, but must be approved in advance by the Trustees.

## 10. Insurance

- a) Appropriate Insurance policies will be maintained to cover:
  - Public Liability
  - Contents
- b) An inventory of all physical assets of the organisation will be kept and regularly updated.
- c) A copy will be kept off the premises at the address of the Treasurer.

**This policy was reviewed and adopted at a meeting of the trustees on: 19<sup>th</sup> November 2024.**

It replaces the original policy and any subsequent versions.

Name: Gill Battarbee

Position: Chairman

Signed: 

Date of Next Review: 2027