

# Heron Hall & Playing Fields, Storth

## Finance Policy

(Reg Charity - Storth Playing Field - No. 503690)

The aim of this policy is to enable Storth Playing Field Charity (the charity) to operate on a sustainable and proper basis with a reserve fund set aside for crises and revenue voids.

### Financial Management

1. The charity will put in place insurance for the charity's property and trustees/management.
  - This shall be with a reputable insurance company on an 'all-risks' basis for its full rebuild value; the sums insured shall be reviewed as part of the annual policy renewal.
  - The charity will insure against personal liability on the part of trustees and managers with a reputable insurance company as far as is allowed by law.
2. Financial records will be kept to ensure that the charity meets its legal and regulatory obligations.
  - The financial year will end on the last day of September. Accounts for each financial year will be drawn up and approved by the retiring committee, presented to the Annual General Meeting and new committee as elected.
3. All funds will be held in accounts in the name of Storth Playing Field at major UK banks and on such terms as the committee shall decide.
  - All cheques and transfer documents shall require the approval of at least two authorised persons.
  - Decisions about non-urgent expenditure will be taken by the elected committee in line with an approved set of Procurement and Payment Guidelines.
  - All expenditure shall follow a set of guidelines that will describe procurement steps, financial limits and documentation requirements. These will be reviewed annually.
  - All income shall be paid into the bank as promptly as possible.
4. The treasurer shall be appointed at each Annual General Meeting (AGM).
  - The treasurer will maintain suitable records that reconcile with bank and petty cash balances with supporting evidence on an-going basis.
  - The treasurer shall present a financial report to the committee on a quarterly basis
  - The outgoing treasurer will present full year end accounts at the AGM.
5. The committee will approve a Reserves Policy which will be reviewed annually and approved at the Charity's AGM. In the event of the charity's funds reaching the reserve limit an emergency recovery plan will be immediately developed. This will be actioned and monitored by the Trustees and Committee.
6. The Committee will undertake a financial risk assessment of all trust activities and review it annually.

7. All consultation on financial matters will primarily be at a committee meeting, supported by email and chat group records where necessary.
8. Any person who has influence over any financial matters will be expected to declare any personal interests therein either during a minuted meeting or to one of the trustees.
9. No trustee or committee member is entitled to any payment beyond out of pocket expenses on behalf of the charity and only providing this is adequately evidenced.

### **Financial Control**

#### **Procurement and Payment Process**

10. The treasurer will be responsible for holding in a secure environment any Charity cheque books (unused and partly used).
11. All procurements must follow the guidelines set out in the Addenda below. No procurement should proceed without either:
  - a) We have an email from the supplier confirming costs and these have agreed by a committee member and an audit trail exists
  - b) An approved quote in line with the annual procurement guidelines is in place
  - c) A Purchase order has been prepared by the treasurer
  - d) Written approval from the Chair/Trustees to proceed without either a), b) or c).
12. Blank cheques will NEVER be signed.
13. The relevant payee's name will always be inserted on the cheque before second signature and the cheque stub will always be properly completed.
14. No cheques should be signed without appropriate supporting documentation.
  - Every payment out of the bank accounts will be evidenced by an invoice.
  - Payments may be made without by an original invoice only in exceptional circumstances. This must be agreed by the treasurer with at least one other committee member and the decision recorded either in the quarterly financial statements, committee meeting minutes or year-end accounts.
15. Payment by bank transfer is our preferred way of our invoices being paid and will be specified within the terms and conditions of our on-line booking system
16. Annual guidelines will be set specifying at what value quotes must be obtained. The guidelines will also specify the approvals/signatures needed to progress a quote.
17. The charity will reimburse expenditure by others on behalf of the charity providing this is adequately evidenced.
18. Once suppliers delivering regular services have been 'approved' by the committee they will be paid by the Treasurer on an on-going basis without the need for additional approvals.
19. No cheque signatory should sign for the payment of expenses to themselves.

#### **Income Procedure**

20. All income will be normally be paid into the bank (or via a Post Office) promptly deduction.
  - Payments from cash receipts will be documented ideally by two committee members.

- Cash should be handed to the treasurer who should count and confirm the amount and issue a receipt if appropriate.
21. Ordinarily no cash will be kept on the Hall premises.
  22. Electronic payments will be encouraged to limit cash handling.
  23. Arrangements for payments for hall hire will be kept under review with electronic payments strongly encouraged using the on-line booking system.

#### Petty Cash

24. Petty cash will be held up to an annually agreed limit to make payments for 'small' ad hoc expense re-imbursments or invoice payments
  - The Treasurer will manage and hold the petty cash fund.
  - Cash Receipts that take the petty cash above the upper limit will be immediately deposited in the appropriate bank account.
  - If petty cash falls below the lower limit the treasurer will ask the Chairman and a minimum of one other committee member to approve a cash withdrawal to 'top up' the fund

## Addenda

### Reserves Policy from November 2023 to September 2024

The minimum cash reserve to allow normal operation of the charity is set at £11000. This is based on the approximate annual expenditure on normal running costs plus a small contingency allowance. Should the Charities financial reserves drop below this level in this period the Treasurer will immediately inform the Chair and Trustees to initiate an emergency planning meeting.

### Petty Cash Guidelines to September 2024

Maximum Petty Cash Limit - £600

Minimum Petty Cash Limit - £100

No cash withdrawals from Charities accounts without 2 approved signatories' approval (not including Treasurer).

### Procurement Guidelines to September 2024

Expenditure below £500 can be made as long as we have confirmation of cost in writing from supplier and there is explicit approval from at least 2 committee members and the Treasurer.

Between £500 and £1500 – Unless there is a clearly preferred supplier or contractor 2 (if possible) quotes should be obtained and these reviewed by relevant committee members and the Treasurer.

Over £1500 – Unless there is a clearly preferred supplier or contractor 3 quotes (if possible) should be obtained and reviewed by the Committee and Trustees.

Andrew Skinner      16<sup>th</sup> February 2024  
Secretary to and on behalf of the charity committee