



The Monday Night Club
The Lodge, Dingle Road, Leigh
Worcester WR6 5JX
Tel: 07973788029

www.themondaynightclub.org.uk
Registered charity number 1160646

THE MONDAY NIGHT CLUB FINANCIAL POLICY AND PROCEDURES

Financial Policy

1. The Board of Trustees is responsible for:
 - Safeguarding the assets of the club
 - Preventing fraud
 - Avoiding mistakes
 - 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. To enable the committee to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by all members of the board and volunteers.
3. A copy of this policy and procedures will be given to all committee members on their election/appointment to the Board, and to all relevant staff and volunteers.
4. The policy and procedures will be reviewed annually by the committee and revised as necessary.

Financial Procedures

1. Organisational Information

- a) Our Financial Year runs from: 1st November to 31st October
- b) Name of Bankers: Charity Aid Foundation (CAF Bank)
- c) Name of Auditor/Independent Examiner:
Ken Strange, 10 Ravenscroft Drive, Droitwich WR9 7AP.
Pre 2015-16: Ballard, Dale, Syree, Watson LLP

2. Bank Accounts

- a) All bank accounts must be in the name of the organisation.
- b) No account may ever be opened in the name of an individual or individuals.
- c) New accounts may only be opened by a decision of the committee members, which must be minuted.

- d) Changes to the bank mandate may only be made by a decision of the committee, which must be minuted.
- e) Two people should be involved in counting cash receipts.
- f) All cheques must be signed by two signatories.
- g) Blank cheques must **never** be signed.
- h) The signatories are responsible for examining the cheque for accuracy and completeness.
- i) All Internet Bank Transfers must be authorised by two signatories.
- j) Only specifically authorised individuals are able to set up arrangements to make payments by standing order, direct debit or BACS. This authority should be limited to a small number of people with a list of authorised individuals drawn up and retained.
- k) When using electronic banking, passwords are changed periodically, and all PCs are kept up to date with anti-virus, spyware and firewall software.
- l) The Treasurer is responsible for ensuring accuracy and completeness prior to transmission.
- m) The signatories are responsible for examining the payment documentation (purchase invoice etc.) prior to signing the cheque or authorising an Internet Transfer.
- n) Transaction cards issued, including those held in the name of any staff, volunteers or officers on behalf of the organisation will only be used for those activities that are a direct consequence of the cardholders' function within the organisation.

3. Signatories to the accounts

- i) Name: Helen Gill
Role/Job Title: CEO
- ii) Name: Richard Kenyon
Role/Job Title: Trustee

4. Annual Budget

- a) An annual budget, setting out the organisation's financial plan for the year, will be prepared so that the committee can approve it before the start of each financial year.
- b) The draft budget will be prepared by two of the following three personnel:
 - Chair
 - Co-ordinator, usually the CEO (may or may not be a Trustee)
 - Treasurer

5. Financial Reports

- a) A financial report will be prepared for every Board of Trustees meeting
- b) The financial report will consist of:
 - Profit and Loss
 - Income and Expenditure
- c) Each Financial Report will be circulated to all committee members to be discussed at the following committee meeting
- d) The reports will be prepared by the Treasurer

5. Accounting and other financial records

The organisation maintains a computerised accounting system which records:

- 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 money was received from 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) A regular backup copy will be taken, saved to external hard disk and cloud storage.

7. Authorisation and Payment

- a) The Chair (or Treasurer in their absence) must approve the purchase of any item over £200.
- b) No Board of Trustees or staff member may authorise payment to themselves, their partner or relatives.
- c) Invoices (or other receipts) should be matched and checked with a purchase order before payment is authorised. All goods received must be signed for. If unchecked they must be checked for completeness before payment.
- d) For Internet Bank Transfer the two signatories must approve the Authorisation online.
- e) Once payment has been made the invoice (or other receipt) should be marked "Paid", together with the cheque number and date, or bank transfer date.
- f) All payments must be entered in the computerised accounting system.

8. Card Issue

Any organisational financial transaction cards may only be issued by a board member, staff member, or volunteer where their functions and duties would be enhanced by their use. Cards will thus be issued only to people on the approved Organisational Financial Transaction Card List. Other persons may be added to the list by the Board. The Board may delegate the power to add persons to the list to any or all of:

- The Finance Committee
- The Chair
- The auditor

Cards may be issued on a temporary basis and recovered afterwards.

Each financial transaction card will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will sign a declaration to this effect.

Only the authorised signatory may use the card. No more than one card shall be issued per cardholder. Credit limits as appropriate shall be set for each card by the issuing authority.

9. Cardholder's Responsibilities

The Cardholder shall:

- a) In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. tax invoice) or shall in lieu provide a statutory declaration.
- b) Attach supporting documentation to the monthly statement from the bank.
- c) Review the monthly statement for inaccuracies (and report these to the CEO).
- d) Verify that that goods and services listed were received.

- e) Forward the papers to the authorised signatory for approval
- f) Notify the bank and the Chair immediately if
 - a. The card is lost or stolen; and/or
 - b. Any unauthorised transaction is detected or suspected.
- g) Notify the Chair and the bank of any change in name or contact details.
- h) Take adequate measures to ensure the security of the card.
- i) Be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part of a third party.

The Cardholder shall not:

- a) Exceed any maximum limits set for the card from time to time.
- b) Obtain cash advances through the card.
- c) Use the card for any proscribed purchases.
- d) Authorise their own expenditure.

10. Payroll

- a) All employees (including sessional and part time employees) must be asked to complete the relevant PAYE form/s before they receive any payment.
- b) All staff changes and changes to terms and conditions of employment must be authorised and minuted by the Board of Trustees.
- c) Payroll and all calculations will be made by the Treasurer

11. Reserves Held in Bank

- a) The amount held in the Reserves bank account should be equal to, or greater than, the amount required to continue core activities and cover running costs for one year with no further funding.
- b) The Core Activities will be determined, and the Reserves Fund set, in the Annual Budget each year.

12. This Financial Policy, and the Financial Procedures detailed above were agreed and minuted at a meeting of the Board of Trustees on:

Agreed by the trustees.

Signed... S Gipson

Date:..... 2/2/21