

Financial Instructions



Delegation and Overall Control

These financial instructions are approved by the Central Council on 01/08/2020 and may be varied by Central Council as required.

Central Council must maintain overall control of financial transactions and accounts through having robust systems for the collection of information and regular reporting.

The Treasurer will be responsible for establishing and documenting proper systems for financial control consistent with these instructions.

The instructions will establish proper financial management arrangements and accounting procedures and maintain a sound system of internal controls, including safeguards against fraud and error to ensure money collected by the Association is used for the purposes intended and to ensure that financial returns are prepared and submitted in the required manner.

The Officers may agree to delegate the administration of these instructions and notify the Central Council. This may be affected through employment of staff or through a contract for administrative services.

Financial Planning

The Treasurer will be responsible for preparing an annual Budget for the Association for each financial year commencing on 1 January. The Budget will be submitted to the Central Council for approval.

The Treasurer will be responsible for the preparation of the annual accounts of the Association.

The Treasurer will be responsible for preparing a recommendation to the Annual Meeting for the level of subscriptions.

Financial Control and Monitoring

Central Council will be provided with a financial statement at every meeting. This statement will include an up-to-date reconciled account of income, expenditure, and commitments and performance against Budget. It must also contain a narrative to explain any significant variation from expectations.

The accounting records shall be held on an appropriate accounting system and all Officers shall have access to this system.

Ordering / Receipt of Goods and Certification of Invoices

Ordering of goods and service within the agreed Budget shall be authorised by any two Officers. Invoices and regular payments for services shall be authorised for payment by any two Officers.

Where there is a requirement for expenditure over £500 for something not within the Budget then approval from Central Council will be required. This approval can be through email to Central Council members.

Income

Income may be collected by a variety of methods – cheques, BACS transfer, PayPal as agreed by the Officers.

The funds of the Association shall be held in accounts at the Co-operative Bank. No deposit or other form of investment account will be used without expressed approval of Central Council.

Payments

All payments on behalf of the Association, including fees and charges, the setting up of direct debits or standing orders must be authorised by any two Officers.

Petty Cash and Cash Handling

No petty cash will be held and payments in cash will not be accepted.

Transactions

The day to day administration of the financial accounting system should be delegated to someone appointed by the Officers to carry out administration tasks to ensure separation of responsibilities.

Arrangements must be made to ensure data is provided to enable the administration tasks and updating membership records to be carried out effectively by someone appointed by the Officers, with due regard to GDPR considerations.

Banking and Reporting

The Association Bank Account with the Cooperative Bank will be 089029 50457904.

Use can be made of payment arrangements such as through Pay Pal to receive subscriptions and accept payments for events, but such accounts cannot be used for payments out. These must be made from the Co-op account as above and authorised appropriately.

Reconciliation to bank statements must be carried out every month and reported to the Officers.

The Bank Mandate with the Cooperative Bank and any variations required from time to time will be agreed by the Officers.

The authorised signatories will be the Officers.

All payments and the setting up of outgoing direct debits or standing orders must be authorised by any two Officers.

Access to any on-line banking system operated by the Co-operative Bank will be authorised by any two Officers.

All communications with the Bank shall be through the Secretary to the Association address.

Audit

The Auditors will be appointed at the Annual Meeting.

The Treasurer will assist the auditors as required and provide the necessary information in order for audited accounts to be presented to the Annual Meeting of the Association.