


BGNS	Finance Policy	 The logo for Blunham Good Neighbour Scheme features a stylized house with a red roof and a white chimney. Inside the house, there are three colorful figures (yellow, blue, and purple) holding hands. Below the house, the text "BLUNHAM GOOD NEIGHBOUR SCHEME" is written in red capital letters.
------	----------------	---

### **Finance Rules**

1. The trustees will manage the assets of the charity in accordance with the Constitution.
2. The trustees will ensure that Blunham GNS has all the necessary insurance and sums insured shall be reviewed at each policy renewal.
3. The Trustees will ensure that there is a mobile telephone contract for calls and data sufficient to meet the needs of the Scheme.
4. Financial records will be kept to ensure that Blunham GNS meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
5. The financial year will end on 5<sup>th</sup> April and accounts for each financial year will be drawn up and approved by the trustees prior to being presented to the Annual General Meeting held each year.
6. The accounts will be independently examined by an auditor or examiner of accounts appointed by the AGM.
7. The trustees will approve an income and expenditure budget prior to the start of each financial year and monitor financial performance at every meeting.
8. The trustees shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.
9. All funds will be held in accounts in the name of Blunham Good Neighbour Scheme at such banks and on such terms as the trustees shall decide. All cheques and transfer documents shall require the signatures of two of three trustees authorised by minute of a Committee Meeting.

10. The treasurer shall present a financial report to every meeting of the trustees: the format and content of the report to be decided by the trustees.

11. All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.

12. The trustees will undertake a financial risk assessment of all trust activities and review it annually

13. No Trustee or Volunteer may authorise payment to themselves, their partner or relatives.

14. No signatory to payments may have a partner that can also be an authorised signatory to the Blunham GNS accounts.

## **Financial Procedures**

### **1) Financial Records**

The following records shall be kept up to date by the treasurer:

- A Income/Expenditure Account analysing all the transactions in the Blunham GNS bank account(s).
- There will NOT be any Petty Cash transactions. All payments will be by BACS transfer, with the exception described at para 2

### **2) Payment Procedure**

a) Cheques:-

- The treasurer will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept under lock and key.
- Blank cheques will NEVER be signed.
- The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
- No cheques should be signed without original documentation (see below)

b) BACS:-

- Bank transfers shall be authorised by the Treasurer and re-authorised by a second Trustee before payment.

c) Debit Card:-

- The Treasurer shall hold a Bank Debit Card which will only be used:
  - a. Purchases where the vendor do/will not accept BACS. Such purchases will be with the agreement of the Chair or Secretary.
  - b. The drawing of Cash by Debit card will be by the Treasurer only and with the prior agreement of the Trustees or in an emergency the Chair or Secretary.

d) Signatories:-

- The following signatories to the accounts are:
  - a. Mr Paul McCulloch            Chair
  - b. Mr Mark Brazier            Secretary
  - c. Mr Philip Rose            Treasurer
  - d.

**3) Income Procedure**

- All income will be from Donations or Grants. No formal charge will be made by Blunham GNS for the services that we supply.
- All Volunteers will be provided with a Donation Box and Duplicate book to record transactions.

The Volunteer must keep a monthly log of all Clients they provide a service to and how much they donate, together how much if any the Volunteer claims as expenses based on the agreed amount by the call handler. At the end of each month the Volunteer will add up the totals and using BACS transfer into the groups bank account the sum they have collected, less any expenses they are claiming. The BACS transfer must include the name of the volunteer so we can match donations to jobs and claim Gift Aid.

- The Volunteer must Email to the Treasurer the Monthly log.
- If the funds collected are less than the expenses claimed, the log will show a deficit and the Treasurer will, using BACS transfer the deficit to the volunteer.

**4) Payment Documentation**

a) Every payment out of the bank accounts will be evidenced by an original invoice. The cheque signatory should ensure that it is referenced with:

- Cheque number
- Date cheque drawn
- Amount of cheque
- Who signed the cheque.

b) Expenses/allowances. Blunham GNS will, if asked, reimburse expenditure paid for personally by Volunteers or Trustees on behalf of the charity, providing:

- Fares are evidenced by tickets
- Other expenditure is evidenced by original receipts
- Car mileage is based on HMRC scales.
- No cheque signatory signs for the payment of expenses to themselves.
- Volunteers will be responsible for collecting the cost of any parking charges, toll fees etc incurred by way of providing the service from the Client directly.
- Blunham GNS will not be responsible for any fees, fines or charges incurred by failing to abide by the law or local regulations.