

Sustainable Arnside – Financial Procedures Policy

This policy was adopted on 17 October 2024

General

1. Sustainable Arnside (SA) has a management committee which is elected at the AGM.
2. The Committee consists of the Chair, the Secretary, the Treasurer, and two other elected Members.
3. The Committee is responsible for ensuring that the group is well managed, that income is supervised and put to best use, and implementing this policy.

Financial Records

1. SA will keep appropriate financial records including:
 - An account book or spreadsheet recording all the transactions in the bank account
 - Bank statements
 - Petty cash records
 - Details of all funds received
 - Invoices and other receipts for all payment
2. SA financial year ends on 31st July.
3. SA will draw up accounts at the end of the financial year and within 2 months of the year end to be presented at the AGM.
4. The year end accounts will be independently examined by a qualified independent examiner.
5. A financial report will be given by the treasurer at meetings of SA showing money received, payments and remaining funds. The report will also show expected future receipts.
6. Accounts for individual projects will be recorded separately. The year end accounts will make clear the distinction between receipts and expenses for these individual projects.

Bank/Income/Expenditure

1. SA has a current account with Santander in the name of **SUSTAINABLE ARNSIDE**.
2. The bank statement will be reconciled with the cash book every month by the Treasurer.
3. Payments from SA bank accounts will be supported by an original invoice.
4. Payments above £200 **must** be agreed by 3 Committee members of SA.
3. Cash payments for subscriptions and donations will be issued with a receipt.
4. Expenditure in cash, through the petty cash system, shall be kept to a minimum and for small amounts (maximum £20).
5. Payments by cheque, direct debit bank transfer or debit card:
 - Cheques, direct debits, BACS or debit card payments will **NOT** be made without paperwork to support the payment
 - Cheque payment – two signatories are required
 - No cheques must be signed by the person to whom it is payable
 - Blank cheques will **NEVER** be signed

Annexe

The current Committee Members of Sustainable Arnside until the next AGM are Paul Bates (Chair), Helen Thompson (Secretary), Rachel Dutfield (Treasurer), Alison Sandford and Dan Lucy-Lloyd.