



# Finance Policy

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## 1 Financial Records

- 1.1 Financial records will be kept for at least seven years, so that Wigton Theatre Club can:
- Meet its legal and other obligations, e.g., Charities Acts, Inland Revenue, Customs & Excise, Companies Act, and Common Law.
  - Enable the Management Committee to have control of the organisation's finances.
  - Enable the organisation to meet contractual obligations and the requirements of funding bodies.
- 1.2 The organisation will keep proper books of account, which will include:
- An accounting system, currently **Xero**. The information contained in **Xero** is automatically backed up by **Xero** but additional backups will be made in house. The accounting system chosen should be capable of analysing all the transactions in the organisation's bank account(s).
  - A petty cash book if cash purchases are being made.
  - The financial year for Wigton Theatre Club will end on **31st July**.
- 1.3 Accounts will be drawn up after each financial year within three months of the end of year and presented to the next annual general meeting (AGM). All returns to the Inland Revenue, the Charity Commissioner and where appropriate, are to be completed by the Treasurer. These are to be included on the agenda of the next scheduled Management Committee for approval. In addition, the trustees of the organisation will prepare and agree an annual written report outlining the activities of the organisation during the previous year and proposed activity for the forthcoming year. The report will also contain the names of the trustees, and information as to new trustees and resignations.
- 1.4 Wigton Theatre Club will support the Treasurer by creating a finance subcommittee. This will consist of at least three committee members including the Chair(s).
- 1.5 All financial records and copies of funding applications must be kept at the Charity's Registered Office.



- 1.6 Before the start of each financial year (preferably May each year), the Management Committee will approve a budgeted income and expenditure account for the following year.
- 1.7 The Treasurer will produce a financial statement at each Management Committee meeting.
- 1.8 Should the Treasurer be unable to attend a Management Committee meeting, a written financial statement or suitable electronic print out should be submitted to the Chair(s) prior to the meeting so that it can be presented to Management Committee members.
- 1.9 The Treasurer will prepare jointly with the Chair(s) an annual Financial Statement to be presented to the AGM.
- 1.10 All returns to the Charity Commission and Inland Revenue where applicable are to be completed by the Treasurer and verified by the chair(s). These are to be included on the agenda of the next scheduled Management Committee meeting for approval.
- 1.11 The AGM will appoint a suitable and independent person to examine the Organisations accounts for presentation to the next AGM. This is currently Dodd and Co., Carlisle.
- 1.12 Funding applications must be approved by the Chair(s) and Treasurer on behalf of the Management Committee.
- 1.13 A separate file will be set up for each different funding stream.
- 1.14 The Management Committee at an ordinary Management Committee Meeting must agree any amendments or addenda to these procedures. A copy of any such amendments or addenda should be attached to these procedures and kept at the Charity's registered office.

## **2 Bank Accounts**

- 2.1 Wigton Theatre Club will bank with The Co-operative Bank p.l.c., 1 Balloon Street, Manchester M4 4BE.
- 2.2 Wigton Theatre Club holds three accounts with The Co-operative Bank: A main current account, a savings account for restricted or ringfenced funding and a Folk at the John Peel account.



- 2.3 The bank mandate (list of people who can sign cheques on the organisations behalf) will always be approved and minuted by the Management Committee, as will all changes to it. There will be at least two Management Committee members, agreed by the Management Committee, identified as signatories to the accounts, plus the chair(s). The current signatories are **Angela Cant, Serina Fletcher, Connie Jensen, Aaron Cockbain** and **Kate Jensen**. The Management Committee at an ordinary Management Committee meeting may agree additional signatories by a simple majority of members. Irrespective of the total number of signatories, two signatories are required to sign every cheque and authorise every payment from the bank account.
- 2.4 Wigton Theatre Club will require the bank to provide statements every month and these will be reconciled with the cash reserve every month.
- 2.5 Wigton Theatre Club will not use any other bank or use overdraft facilities or invest speculatively unless authorised, approved and minutes by the Management Committee.

### 3 Payment Cards

- 3.1 Wigton Theatre Club has authorised a number of key purchasing members to have a payment card for use to buy items/services for the theatre. Staff must have permission from the committee if spending more than £200 on a single order, before using the card.
- 3.2 The card holders are: Ange Cant, Kate Jensen, Connie Jensen, Aaron Cockbain, Robin Wilson and David Haigh. The cards are held by the individuals.
- 3.3 Staff must ensure the card is safe while using it and stored in a safe place such as a purse or wallet.
- 3.4 Staff must only use the card for the expenses agreed with the committee.
- 3.5 If the card is lost or stolen the staff member must contact the committee asap to report this in order that the card can be blocked.

### 4 Receipts (Income)

- 4.1 The aim is to demonstrate that Wigton Theatre Club has received all the income to which it is entitled and that it is reasonably evidenced.



- 4.2 All monies received will be recorded promptly in the accounting package (currently Xero) and banked without delay.

## 5 Payments (Expenditure)

- 5.1 All payments for goods and services will be made by online bank transfer or cheque on receipt of an appropriate invoice. Small petty cash payments will be made from the petty cash account.
- 5.2 All payments, made either through online banking or by cheque, must be authorised by two signatories. The Treasurer and the finance subcommittee will meet regularly to check through payments. At least two members of the Management Committee have access to the online bank accounts.
- 5.3 Payments greater than the value of £200 will ordinarily require the approval of the Management Committee. The chair(s) is able to approve payments greater than the sum of £200 but less than £500. Such approvals will be reported to the subsequent committee meeting.
- 5.4 On a day-to-day basis the committee shall not approve expenditure of more than £500.
- 5.5 The Treasurer will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept in a secure, locked office.
- 5.6 The relevant payee's name will always be inscribed on the cheque before signature; the cheque stub will always be filled in.
- 5.7 Blank cheques will never be signed.
- 5.8 No cheques will be signed without original documentation.
- 5.9 Money will only be spent to meet conditions and requirements of the funding bodies and in pursuance of the objectives of the constitution.

## 6 Payment Documentation

- 6.1 Every payment out of the organisation's bank accounts will be supported by an original invoice. That original will be filed and kept for seven years. All receipts and invoices should be scanned or uploaded to Xero and attached to the appropriate transaction.



- 6.2 Petty cash will always be maintained on the petty cash system where by the Treasurer is trusted with a float as agreed by the Management Committee. Approval of petty cash expenditure is delegated to the chair(s) and Treasurer usually up to £200. When that is more or less expended, a cheque will be drawn for sufficient to bring the float up to the agreed sum (Currently agreed at £200), the cheque being supported by a complete set of expenditure vouchers and when possible, receipts totalling the amount spent. The petty cash includes the floats for the bar, ticket booth, ice creams and raffle. The expenditure will be analysed in the petty cash book. The Management Committee at an ordinary Management Committee meeting may vary the above amounts.
- 6.3 Where goods are purchased using the payment cards, this will be treated like petty cash and receipts or invoices must be attained and kept for seven years. All receipts and invoices should be scanned or uploaded to **Xero** and attached to the appropriate transaction.
- 6.4 Expenses/Allowances: Wigton Theatre Club will, if asked, reimburse expenditure paid for personally by members and volunteers providing:
- a. Fares are evidenced by tickets (where possible)
  - b. Other expenditure is evidenced by original receipts or invoices
  - c. Car mileage is based on agreed Management Committee scales

## 7 Cheque Signatures

- 7.1 Each cheque will be signed by at least two people who are not related, do not live at the same address or have any connection at all.
- 7.2 No cheques should be signed by the person for whom it is payable to.

## 8 Other Undertakings

- 8.1 Wigton Theatre Club does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given, the financial consequences of which are, prima facie, likely to exceed in total £5,000 must be authorised and minuted by the Management Committee (this covers such items as the new service contracts, office equipment purchases and hire).



- 8.2 All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of the organisation with prior approval of the Management Committee or in urgent situations the approval of the Chair(s), who will provide full details to the subsequent Management Committee
- 8.3 Money on the premises will be kept as low as possible to minimise the risk of theft. Money over the £200 petty cash limit will be banked as soon as possible.
- 8.4 All money on the premises must be locked in the safe after performances or events. No cash tins are left unattended during public events. Access to the safe is limited to the Treasurer and finance subcommittee.

## 9 Confidentiality

- 9.1 The confidentiality of members, volunteers and committee members' financial circumstances will be respected at all times.
- 9.2 Committee members, volunteers and members will at all times act in the best interest of the organisation and if they experience a conflict of interest, they will not divulge sensitive information.

## 10 Other Rules

- 10.1 The Management Committee will consider the level of reserves that is prudent for Wigton Theatre Club to have at its first meeting after the AGM. Consideration will be given to lease agreements and any other significant factors that should be taken into account were the organisation to close.
- 10.2 The Management Committee at an ordinary Management Committee meeting must agree any amendments or addenda to these procedures. A copy of any such amendments or addenda should be attached to these procedures and kept at the Charity's registered office.
- 10.3 The Management Committee will review these controls as and when required.



## 11 Practical Arrangements

- 11.1 A date will be set as needed for the signing of any pending organisation cheques as described above.
- 11.2 A date at least every month will be set for the reconciliation of the petty cash account and the replenishing of the available petty cash.
- 11.3 Takings from the bar, raffle and box office will be paid into the bank account at least monthly. Cash and cheques are paid in via the Post Office.

### Related Policies

Reserves Policy

### Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Committee	Oct 2024	Initial draft	Annually