



## Financial Control and Expense Policy for Friends of Thythorn

### Introduction

This policy sets out the principles for Financial Control and Expenses within Friends of Thythorn. It is relevant to all within the association and is endorsed by the committee of Friends of Thythorn. It will be reviewed annually to ensure that it remains appropriate to the Organisation and its volunteer's needs.

### Applicability

This policy is applicable to all Trustees and Committee Members who are legally responsible for the running of the association and for all Members of the Association who are entitled to be reimbursed for out-of-pocket expenses which they legitimately incur whilst supporting the delivery of the charity's objects.

### Bank Account Management

- The Bank mandate will require one signature from a pool of two signatories
- The Treasurer will operate the bank account and retain passwords for online banking
- Any payments made through online banking should be authorised by the chair

### Banking

Only the treasurer is permitted to make payments on the bank. One or two additional people on the committee should be able to make payments on the bank in case the treasurer is unable to fulfil their duties. This is to ensure continuity if there is a problem with the treasurer's access to the bank. No cheque book has been provided so internet payment is the only way Friends of Thythorn can make payments.

Any payment that the treasurer makes must have backing (see expense and purchases section) and this backing must be put on the file. If email backing is provided, this email and attachments must be printed out and filed by the treasurer. The treasurer must have full understanding and agreement of any payment he or she makes.

### Expenses

All Trustees of the Association may be reimbursed for reasonable expenses incurred whilst carrying out their duties as a Trustee of Friends of Thythorn. All expenses must be approved by the chair/vice chair .

Receipts must be provided for all expenses where possible. Where no receipt can be provided, an explanation of the reason should be noted with the claim.

All claims for reimbursement must be made as soon as possible and not longer than a week after, unless authorised with the committee.

Expenses can be claimed on a form with the receipt attached. The form must be signed by the claimant and the chair/vice chair. Alternatively, a claim can be made by email but the details requested on the claim form must be replicated in the email. The email expense claim should be emailed to the chair for authorisation and have the receipt attached.



Where the chair is making a claim, the form should be countersigned by another committee member preferably the vice chair.

### **Purchases**

Members of the Association are entitled to be reimbursed for purchases made for the Association. Purchases must be pre-approved by chair/vice chair and have already been agreed by the committee as an agreed spending of funds.

Any member who has not received pre-approval for a purchase is not guaranteed reimbursement.

Receipts must be provided for all purchases where possible. Where no receipt can be provided, an explanation of the reason should be noted with the claim.

All claims for reimbursement must be made as soon as possible and not longer than a week after, unless authorised by the committee.

Purchases can be claimed on a form with the receipt attached. The form must be signed by the claimant and the chair/vice chair. Alternatively, a claim can be made by email but the details requested on the claim form must be replicated in the email. The email purchase claim should be emailed to the chair for authorisation and have the receipt attached.

Where the chair is making a claim, the form should be countersigned by another committee member, preferably the vice chair.

### **Waiving Expenses (Donating Expenses as Gifts in Kind)**

Members who generously waive their expenses or purchases as 'donations' to the Charity inadvertently create some difficulties. If reimbursement of expenses and purchases are not claimed they cannot be entered in to the accounts to show both the true running costs of the Charity and the generosity of its supporters through cash-donations. If members want to waive their costs, this can be done by being reimbursed by Friends of Thythorn and then donating (by bank transfer or cash) to Friends of Thythorn.

### **Changes to the policy**

The Committee reserve the right to change its Expense Policy to maintain consistency with current best practice and the needs of the Charity.

### **Explanatory Notes:**

- Telephone Calls - No reimbursement will be made for telephone calls that have incurred no actual cost as they were covered by a contract which included an allocation of 'free' calls.

This policy will be reviewed annually by the Friend of Thythorn committee.

Reviewed on 07/11/2022

Signed: L Noble