

Craze Kidz Club

Calday Grange, Mill Road
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E-mail – enquiries@crazeekidzclub.co.uk
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Finance Policy

Purpose

To set out the responsibilities in controlling and monitoring the finances of the Youth Club.

Income and Expenditure

Main Account

Signatories to the Main account will comprise:

- 3 members to include the Chair, Treasurer, Secretary and one committee member if any 2 of the officers are related.
- Any two to sign

Income

All income will be paid into the main account

Expenditure

- Funds will be used to pay for items to support the Youth Club Programme within the budget approved
- Payments in connection with the above will be delegated to Youth Club Coordinator up to a level of £300 per item.
- Any single item of capital expenditure over £300 will be approved in advance by the Management Committee.
- The Chair will be able to make decisions in cases of urgency.

Petty Cash

- A float will be held by the Club Co-ordinator and expenditure from this fund will be reimbursed by the Treasurer on the production of receipts or petty cash slips which have been duly countersigned. The level of float to be agreed by the Management Committee.

Members of
Momentum Norfolk
Safer Programme



HMRC Registered Charity (XT 39138)

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- Funds can be collected from the bank by the Treasurer or the Club Co-ordinator.

Fund Raising

Requests for funding from outside bodies is the responsibility of the Club Coordinator.

Applications to new charitable trusts will be reported to the Management Committee at their next meeting.

Audited Accounts

End of year accounts will be inspected in line with charity commissioners guidelines. These will be completed within six months of the end of the financial year.

This policy was agreed on Thursday 21st July 2016

This policy will be reviewed in July 2017

Signed

Date

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