

TOWNLEY MEMORIAL HALL TRUST

FINANCIAL POLICY

This document is the Financial Policy of the Townley Memorial Hall Trust (Fulbourn Centre).

1. Reserves

- 1.1. The Trust will build and seek to maintain a cash reserve equal to six months operating costs to ensure continuity of operations and to provide resources for unexpected expenditure.
- 1.2. Once the reserve level is achieved, surplus funds will be directed to meeting the Trust's vision statement to "support the operation and development of arts, recreation, community and sports activities in Fulbourn".
- 1.3. The Trust will not as a matter of normal business make donations to other charities. Requests for charitable donations must be made in writing to the Trust and submitted, with the written support of at least two Trustees, to the Management Committee for approval.

2. Annual Operations Budget

- 2.1. The Chair of the Ops Group will present an annual operations budget for approval at the first Management Committee meeting following the AGM.
- 2.2. In the absence of an approved annual operations budget, the prior year's actual operations expenditure will be taken as the baseline for the approval of payments.

3. Authority Levels

- 3.1. The Management Committee will have ultimate authority with regard to expenditure subject to it being within the Trust's Memorandum and Articles of Association.
- 3.2. For day to day operations the Ops Group is delegated to authorise expenditure up to the level set out in an approved annual operations budget.
- 3.3. The Ops Group is delegated to authorise expenditure of up to £1000 beyond the expenditure set out in an approved annual operations budget.
- 3.4. The Chairman of the Trust is delegated to authorise expenditure of up to £2000 beyond the expenditure set out in an approved annual operations budget.
- 3.5. Expenditure exceeding £2000 beyond the expenditure set out in an approved annual operations budget must be referred to the Management Committee for approval.
- 3.6. Expenditure beyond the expenditure set out in an approved annual operations budget must be reported to the Management Committee at the earliest opportunity.

4. Cash Management and Accounting

- 4.1. All expenditure must be approved for payment by the delegated authority.
- 4.2. Individual payments must be authorised or made by two individuals, one of whom must be a Trustee, acting together. Normally this will be the Treasurer and the Administrator.
- 4.3. Other than in exceptional circumstances a payment cannot be authorised or made by the delegated authority who has approved the expenditure. Any variation must be reported to the Management Committee at the earliest opportunity.
- 4.4. The Administrator will maintain detailed and up to date accounts of the income, expenditures, assets and liabilities of the Trust.
- 4.5. The Treasurer will review and reconcile the month-end accounts against the bank statements with the Administrator.
- 4.6. The Ops Group Chair will conduct a regular review of payments that have been made.
- 4.7. The Treasurer will ensure that the accounts are audited independently on an annual basis.

Approved by the Management Committee on:

Name: Richard Townley
Position: Chair