



The Dons Trust Financial Policy and Procedures

Financial Policy

1. The Board of the Dons Trust is responsible for:
 - Safeguarding the assets of the organisation
 - Preventing fraud
 - Avoiding mistakes
 - Keeping financial records in accordance with the governing document and relevant legislation (e.g. The Co-operative and Community Benefit Societies Act 2014, Companies Acts etc).
 - Preparing Annual Accounts in accordance with the governing document and relevant legislation
2. To enable the Board to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by all Board members, staff and volunteers.
3. A copy of this policy and procedures will be given to all Board members on their election/appointment to the Board, and to all relevant staff and volunteers.
4. The policy and procedures will be reviewed annually by the Board and revised as necessary.

Financial Procedures

1. Organisational Information

- a) Our Financial Year runs from 1 July to 30 June.
- b) Name of Bankers: The Co-operative Bank.
- c) Name of Auditor/Independent Examiner: BDO LLP.

2. Bank Accounts

- a) All bank accounts must be in the name of the organisation.
- b) No account may ever be opened in the name of an individual or individuals.
- c) New accounts may only be opened by a decision of the Board, which must be minuted.
- d) Changes to the bank mandate may only be made by a decision of the Board, which must be minuted.
- e) Two people should be involved in counting cash receipts.
- f) All cheques must be signed by two signatories.
- g) The signatories are responsible for examining the cheque for accuracy and completeness.
- h) All Internet Bank Transfers must be authorised by two signatories.
- i) The Treasurer is responsible for ensuring accuracy and completeness prior to transmission.
- j) The signatories are responsible for examining the payment documentation (purchase invoice etc) prior to signing the cheque or authorising an Internet Transfer.
- k) Blank cheques must **never** be signed.

3. Signatories to the accounts:

i) Name: Michele Little

Role/Job Title: Treasurer

ii) Name: Graeme Price

Role/Job Title: Vice Chair of the Dons Trust Board

iii) Name: Not filled currently

Role/Job Title:

4. Annual Budget

- a) An annual budget, setting out the organisation's financial plan for the year, will be prepared based on the prior year with the Treasurer noting for the Board expected significant changes if there are any. It is noted that the income and cost base year on year is fairly stable.
- b) The draft budget will be prepared by the Chair/Vice Chair and Treasurer.

5. Financial Reports

- a) A financial report will be prepared once a quarter for the Board meeting.
- b) The financial report will consist of:
 - Profit & Loss
 - Bank Balances
- c) Each Financial Report will be circulated to all Board members and discussed at the following meeting.
- d) The reports will be prepared by the Treasurer

6. Accounting and other financial records

The organisation maintains an accounting system using Excel which records:

- Cheques and cash received and banked and Paypal and Direct Debit receipts
- Cheque payments, Internet Banking Transfers and other amounts paid from the bank accounts

a) Every transaction will be entered into the appropriate book and will include:

- The date of the transaction
- The name of the person money was received from or paid to and the full amount
- A brief description of why the money was received or paid
- An analysis of each amount under its relevant budget heading, where applicable

b) All documents relating to receipts and payments will be filed in the month they are input into the system

c) The Excel files are auto backed up to One Drive.

7. Authorisation and Payment

- a) All purchase invoices must be recorded in One Drive.
- b) The Chair (or Treasurer in their absence) must approve the purchase of any item over £1,000.
- c) No Board or staff member may authorise payment to themselves, their partner or relatives.
- d) Invoices (or other receipts) should be matched and checked before payment is authorised. All goods received must be signed for, if unchecked they must be checked for completeness before payment.
- e) Before an Internet payment is made, it must be authorised by the second signatory.
- f) Although a cheque book is held by the Dons Trust, in practise it is not used.
- g) All payments must be entered in the Excel system only after being authorised.

8. Procurement Policy

All new purchases are agreed by the Treasurer and Chair of the Board. If there are any expenses planned of greater than £1,000, which have not been approved in the budget, these need to be approved by the Board.

For all purchases of over £5,000, competitive price quotes will be sought from a minimum of 2 suppliers. Agreement on contracts is based on the best price, and minimising risk, applying principles of non-discrimination, equality and transparency.

9. Insurance

- a) Appropriate Insurance policies will be maintained to cover:
 - Employer's Liability
 - Public Liability
 - Contents
- b) An inventory of all physical assets of the organisation will be kept and regularly updated.
- c) A copy will be kept off the premises at the address of the Treasurer.

10. This Financial Policy, and the Financial Procedures detailed above were agreed and minuted at a meeting of the Board on Wednesday 14 June 2023 and are due to be reviewed in June 2024.