Black Park Shed

Registered Charity: 1213662

c/o Black Park Country Park, Black Park Road, Wexham, SL3 6DS

Contact: Treasurer@blackparkshed.org.uk

FINANCIAL POLICY

1) The Black Park Shed (Shed) Board of Trustees shall present to each Annual General Meeting the report of the accounts for the preceding year.
2) All monies raised by or on behalf of the Shed shall be applied to further the objectives of the Shed and for no other purposes, provided that nothing herein contained shall prevent the repayment of reasonable out-of–pocket expenses to its members.
3) Any sum of cash at any time belonging to the Shed and not needed as a balance for working purposes shall, where possible, be invested in an FSCS interest bearing account.
4) Flowing from these duties is the fundamental obligation to protect the cash, assets and property of the Shed and to secure their application for its objectives. In order to discharge this duty it is essential that there are adequate internal financial controls over the Shed's assets and their use.
5) Controls are a necessary feature of any well-run organisation. Because of the special characteristics of the charitable sector, they play an essential part in helping to show potential donors and beneficiaries that the Shed's property is safeguarded and that its management is efficient.
6) That is why Black Park Shed accepts and implements the guidance provided by the Charity Commission in the management of its operations as follows:

- The Black Park Shed Board of Trustees is under a duty to ensure that the Shed keeps proper books and records and that the annual accounts are prepared.
- The Black Park Shed Board of Trustees must ensure that the accounts are subjected to external scrutiny if necessary.
- The Black Park Shed Board of Trustees need to formally approve the Shed's annual accounts.
- It is recommended that all members be provided with a summary of the Shed's accounts each year.

Income & Donations

In addition to Member annual and weekly subscriptions, and in order to comply with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, any new individual, organisation or company that wishes the Shed to undertake work for a financial donation, grants, donations, or payment of project expenses will need to be subject to due diligence checks if the value is in excess of £5,000 or the source of funding is not clear, the sponsoring Trustee should discuss the work / project at the Board of Trustees and if necessary complete a Client Onboarding Form. This will enable the Treasurer, on behalf of the Board of Trustees, to identify the Charity organisation or Company so that an invoice can be raised on completion of the agreed works.

Black Park Shed, will where HMRC rules allow, register for Gift Aid and delegate to the Treasurer to administer the scheme accordingly for the financial benefit of the Shed. Members will have the option to register for Gift Aid donations as part the membership form that will be kept to comply with HMRC rules and regulations at the time.

Controls over Purchases & Expenditure:

It is important for the Black Park Shed Board of Trustees to recognise that they are responsible for all expenditure of funds and must account for how the Shed's funds have been applied.

Purchases

The Black Park Shed Board of Trustees have a responsibility to ensure that adequate checks are made to both confirm that purchases have been properly authorised, and that goods or services ordered represent good value for money (e.g. quality and price comparisons for expensive items) and have been received. This will be achieved through:-

- Any named Debit Card Holder is limited to £250 expenditure for any single transaction with any supplier per day on their own volition for day-to-day expenses to operate the Shed without prior approval of Two Trustees of which one must be on Officer of the Shed or the Board of Trustees.
- All purchases above £250 must be approved by the Board of Trustees in lieu of having a Purchase Order system, or as a minimum, Two Trustees of which one must be on Officer of the Shed or the Board of Trustees.

Operating Expenses

A segregation of duties will be in place where the person making the payment is different from the person who has approved the payment.

- **Bankline** – Wherever possible, NatWest Bankline will be used that ensures two approvers are part of any single payment to an organisation for goods or services or the reimbursement of Member's expenses.
- **Members Expenses** – Members must present evidence of expenditure e.g. a receipt, of the expenses incurred on behalf of Black Park Shed that will then be approved by Two Trustees of which one must be on Officer of the Shed and reimbursed to the Member.
- **Organisation or Company Invoice –** On receipt of goods or services from an organisation that has provided services to Black Park Shed, e.g. Training, then a valid invoice must be presented for payment that includes the name of the Organisation or Company, an invoice date, a payment due date that ideally should not be in the past, details of the services provided, the name and account details (e.g. Account Number & Sort code) for the payment to be made too, and whether any VAT is payable. This should match the financial commitment to the organisation or company that has been authorised by the Board of Trustees. Part payment of invoices is not generally approved unless in exceptional circumstances. The concept of matching the financial commitment, invoice and payment values should be maintained at all times.
- **Cheques** - Bank Cheques must have two authorised signatures.
- **Cash** – The Shed will maintain a £10 float in the cash box to assist with paying weekly subscriptions that will be regularly audited by the Treasurer. If a Member requires reimbursement of expenses in cash, then that must be approved by Two Trustees of which one must be on Officer of the Shed and the Treasurer will action that approval.

Board of Trustees Liabilities:

No system of controls, however elaborate, can guarantee that a charity will be totally protected against abuse. Having sufficiently rigorous controls provides not only protection for the Shed's property but also forms the best defence against a charge of failing to protect the Shed's funds and thereby being in breach of trust. If funds are lost through the Black Park Shed Board of Trustees neglecting its duty of care it could be held liable to repay the charity the funds lost. However, if reasonable controls are in place then the Black Park Shed Board of Trustees is unlikely to find itself in the position of having to make good any such loss.