

## **The Brunswick Club Financial Control Policy**

This policy has been adopted to safeguard the assets of the Club ('the Club') so far as possible and to provide clear procedures for controlling the finances of the Club. They may not be exhaustive. Vigilance will always be needed from all concerned with finance, both paid staff and Trustees, and any matters of concern should be discussed with the Club Manager, Treasurer, or Chair, as appropriate.

### **Responsibility for Implementing this Policy**

Both the Management Committee and paid staff share responsibility for implementing this policy and the sound management of the Club's assets. The Treasurer is delegated the task of reporting to the Management Committee on the financial position of the Club and issues relating to this policy. All Trustees and paid staff are required to abide by these policies and procedures. Where specific responsibilities are allocated, these are stated within the policies and procedures.

These financial controls will be reviewed annually.

### **Bank Account**

- A current cheque book bank account with online banking facilities will be administered in the Club's name at a bank chosen by the Management Committee.
- The bank mandates will always be approved and minuted by the Management Committee, as will all changes to it.
- The bank will be chosen according to quality of service (including value for money in terms of interest paid, bank charges, etc.). No borrowing will be undertaken by the Club without a decision being taken at a meeting of the Management Committee.
- A deposit account may also be administered in the Club's name in an appropriate Society or Company and surplus funds may be invested in appropriate Societies in accordance with the Trustees Investment Act (which allows part of the funds to be invested in equities as well as fixed interest stock). The Club will not speculate with funds in investments which carry any significant risk.

### **Authorisation of Expenditure**

- Authorisation to sign a contract, legal agreement, or lease committing the Club to over £2,000 expenditure must be taken at a meeting of the Management Committee.
- Before committing the Club to any expenditure, staff need to obtain authorisation from the Club Manager.

- The Club Manager can authorise expenditure up to £2,000 if it is in the Club budget and up to £1,000 if it is not in the budget but there are sufficient funds to meet the cost. Expenditure over these amounts will be referred to the Management Committee.
- The Club may administer a credit card account with delegated authority for expenditure as above.
- Commitments to urgent expenditure between £2,000 and £5,000 can be made by the Club Manager if permission is obtained from the Chair or Treasurer, or in their absence another Honorary Officer, who will make a decision on behalf of the Management Committee.
- All invoices will be stamped with full details of the account heading, payee and amount, signed by the relevant manager before approval for payment
- Both e-payments and cheque payments must be authorised/signed by two separate people in accordance with the Bank Mandate. Direct debits and standing orders will be authorised by the Club Manager and a Trustee.
- Blank cheques will never be signed. The relevant payee's name will always be inscribed on the cheque before signature; the cheque stub will always be completed. Cheques must not be signed by the person to whom they are made payable.
- No payment should be authorised until the signatory is satisfied, through sight of an order form, invoice, or similar written evidence, of the validity of the payment.
- All invoices received for payment should be checked and signed, where possible, by the person responsible for making the original order. Invoices must be authorised for payment by the Club Manager before payment is made.

### **Cash**

- A petty cash float for the use of the Club of up to £250 will be held within the safe in the Club office.
- Payments from petty cash should not normally be made in excess of £20. All payments should be backed up by a receipt or invoice. In exceptional circumstances, if no receipt or invoice is available, a petty cash slip should be made out and countersigned by another staff member.
- When the petty cash box is topped up, the amount being put in will be verified by a second person and both people will initial the entry in the petty cash account book.
- Payments received in cash will be kept in a separate cash box to that used for petty cash.

### **Banking Cheques and Cash**

Cash receipts will be banked intact, credited to the appropriate budget head, and not used for other purposes. Payments received will be entered into the book kept with the cash box. Receipts will be issued on request. Cash receipts should be paid in weekly.

Cheque receipts will be banked weekly (or sooner for large receipts, particularly for grant funding) and be credited to the appropriate budget head. Sales invoices lower than £5 may be settled in cash.

### **Annual Budget**

Annual estimates of income and expenditures need to be made and reported to the Management Committee by the Treasurer in consultation with the Club Manager.

The estimates shall show the actual expenditure and income for the preceding financial year, the original approved and revised estimates for the current year, and the estimated income and expenditure for the ensuing year.

### **Financial reports and Audit**

The relevant staff member/s, in conjunction with the Treasurer, will prepare regular reports to the Management Committee on the Club's financial situation and any issues requiring the Committee's approval or action. These will include quarterly reports setting out actual income and expenditure compared to the budget.

An annual audit (or independent examination as required by the Charity Commission) will be carried out by a qualified auditor (or independent examiner), appointed each year by the Management Committee, in accordance with the requirements of the Charities Act and Companies Act. The auditor's report will be discussed and approved by the Management Committee.

### **Reserves Policy**

In the Trustees' view, the reserves should provide the Club with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. The Trustees have a policy pertaining to their portfolio of investments. This is managed in a conservative fashion between investing for long term capital growth and providing a reasonable income for the Club. Reserves and investments are reviewed on a quarterly basis by the Trustees.

### **Records**

- Careful records will be kept of all income and expenditure, using a system and books approved from time to time by the Treasurer.

- All payments will be recorded and cross referenced in a file containing supporting information (such as order form/letter, invoice or claims form), approved and initialled by a person authorised to do so.
- Transactions will be reconciled against bank statements monthly by the Bookkeeper.
- Transfer of funds between bank accounts will be initially authorised by two signatories. Once set up regular transfers shall be authorised by the Club Manager.
- Chief responsibility for the maintenance of records will rest with the Club Manager. All Club financial records shall be treated confidentially. All Club financial records will be kept for seven years in accordance with the Charity Act 2011.

### **Claims for Expenses and Allowances**

Rates for expenses or allowances will be those agreed from time to time by the Management Committee based on those recommended by the National Joint Council with local authorities. Staff, volunteers, and Trustees must complete and sign a claim form. Whenever possible, receipts should be provided.

### **Insurance**

The Club Manager will effect insurance cover at a sufficient level to cover assets and possible liabilities as directed by the Management Committee.

### **Inventories**

An inventory shall be maintained of all furniture and equipment worth in excess of £1000. The inventory will be reviewed annually

### **Fixed Assets**

Fixed Assets will be capitalised (above a level of £1000) and written off over their useful lives on a straight-line basis. The useful lives are estimated to be:

|                             |         |
|-----------------------------|---------|
| Leasehold Improvements      | 5 years |
| Computer & Office Equipment | 3 years |

### **Salaries and Pensions**

The Club Manager will ensure that all salaries, wages, and other emoluments to all employees of the Club are paid in accordance with statutory requirements and any policies adopted by the Club. Salaries due to be paid to staff will be confirmed by the Club Manager before payment is processed.

### **Security**

The Club Manager shall be responsible for maintaining adequate arrangements for all aspects of security within the Club.

### **Data Protection**

The Club Manager will ensure that the Club complies with all current Data Protection legislation.

### **Consultation and Commitment to Review**

The Brunswick Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and children and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and children and young people through youth meetings.

The employees' and volunteers' representative is Danny Volino.

This policy was reviewed by the Management Committee on 21<sup>st</sup> November 2022.

This policy will be reviewed by the Management Committee in November 2023.