



# EssexBeekeepers'Association

## Finance Policy

### 1. The purpose of the Essex Beekeepers' Association Financial Policy is:

- a. To provide guidance to the current and successive treasurers to carry out their duties.
- b. To inform members of committees, particularly Trustees, on how the Essex Beekeepers Association (EBKA) expects its financial matters to be managed and of their responsibilities.
- c. To ensure that EBKA meets its legal and other statutory obligations, such as Charity Acts, His Majesty's Revenue & Customs laws and regulations, common law and EBKA accounting policies.
- d. To ensure that all Trustees and EBKA, Division and Show committee members understand their personal obligations in ensuring proper financial controls are maintained.

### 2. EBKA Committee Members' Responsibilities

- a. The Trustees are responsible for ensuring that financial statements and records are maintained and submitted in accordance with applicable law and regulations. (CEC, Divisions and Other committees)
- b. The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charity Act. (CEC, Divisions and Other committees)
- c. To report any non-compliance to the Chair of the committee. (CEC, Divisions and Other committees)

### 3. Banking

- a. Bank accounts are held by the CEC, Divisions and the Honey Show committee. The opening of other bank accounts requires CEC approval.
- b. All changes to the bank mandate will be approved and recorded in the minutes of the meeting by the owning committee. (CEC, Divisions and Other committees)
- c. All bank accounts must have two signatories for every payment. Signatories must not have a conflict of interest (e.g. not be related).
- d. The General Treasurer should be informed of the bank accounts held by divisions and the signatories to them, on an ongoing basis annually, as per the asset register.
- e. Monthly Bank reconciliation and quarterly ledger maintenance must be performed by the treasurer and all bank accounts should be disclosed in the accounts. (CEC, Divisions and Other committees)



- f. No loans or overdraft are permitted without the formal approval of the CEC.
- g. All income must be banked promptly and no later than 30 days after receipt.
- h. Float funds used for teas, coffee, should not exceed £100.
- i. Blank cheques should never be signed: all cheques should have the correct PAYEE name, date and amount included on the cheque before being signed.
- j. No payments should be signed or approved either by cheque or online without sight of the authorised invoice or payment request.

#### **4. Expenditure**

- a. Expenditure must be in support of the charitable objectives of the EBKA.
- b. All payments must be approved and minuted by the committee owning the bank account prior to the expenditure being committed.
- c. Routine payments may be pre-authorised annually by the owning committee.
- d. Cash payments are to be minimised and may not exceed £50 each.
- e. A maximum of 4 payments per year, not exceeding £100, may be made with just the approval of the chair and treasurer (e.g. Funeral Flowers).
- f. Treasurers must keep adequate accounting records that are sufficient to show and explain all expenditure.

#### **5. Other**

- a. The EBKA financial year coincides with the calendar year.
- b. All accounts are to be of the Receipts and Payments type.
- c. The EBKA asset management policy applies throughout the organisation.
- d. All accounts should follow the preferred format in Appendix 3, as far as practicable.
- e. Treasurers are expected to adhere to the EBKA financial timetable in Appendix 1.
- f. All accounts are to be audited according to EBKA's Guidelines for Examining Divisional Accounts in Appendix 2.
- g. The CEC treasurer will use *Charities Online* to claim tax repayments for Gift Aid and is the only person authorised to submit Gift Aid or other tax repayment claims on behalf of EBKA and its divisions.
- h. Further relevant financial guidance is offered by the Charity commission and HMRC.
- i. To comply with the Charity Commission's trading regulations, Trustees will follow government guidance: <https://www.gov.uk/guidance/charities-and-trading>. In particular, "*When your charity's trading does not relate to your charity's primary purpose, it may still be exempt from tax if the turnover is below the small trading tax exemption*" therefore, at each CEC meeting, Divisional Voting Members are responsible for reporting divisional trading activity, even if none has occurred.

#### **Appendix 1**

EBKA Treasurer's Timetable

#### **Appendix 2**

Guidelines for Examining Divisional Accounts

#### **Appendix 3**

Standard Accounts Format