



## Financial Regulations

February 2023

### 1. General

1. The Trustees' Committee is established by and draws its powers from the Constitution dated 2<sup>nd</sup> March 2015, as subsequently amended, establishing the Hub at Henley Community Centre CIO. In the event of a conflict between the Financial Regulations and the Constitution or any Statutory Provisions or Enactments for the time being in force, the last shall prevail.
2. The purpose of the Financial Regulations is to set out the financial responsibilities of the Trustees and to provide members with sufficient safeguards and a set of procedures that lay down methods for conducting its business in order to ensure financial probity.
3. No amendments to these regulations will be authorised other than by a resolution of the Trustees adopted by at least two thirds of the members present and entitled to vote.
4. No exceptions to these regulations will be allowed except as authorised by the Trustees or the Chairman. All exceptions authorised by the Chairman will be reported to the Trustees at its next meeting following such authorisation.

### 2. Role of the Trustees

1. To approve these regulations and make any amendments that the members may see fit within the terms of the Trust Deed and any relevant statutory provisions or enactments.
2. To agree an annual revenue budget and review performance on a six monthly basis.
3. To identify and agree longer term spending commitments.
4. Approve any capital expenditure programme.
5. To be the contracting party for the purpose of agreeing contracts for the provision of goods, services and the remunerations of employees.
6. To agree arrangements for insurance and risk management.
7. To be responsible for property maintenance and contracts.
8. To fix scales of external charges and fees, at least annually.
9. In all the above the Trustees will be advised by the Treasurer.
10. It is within the remit of the Trustees to delegate the agreement of contracts to a Trustee or member of staff for the day to day expenses of operating the Community Centre.
11. To appoint an examiner of the accounts, such accounts to be reported properly to the Charity Commission.
12. To appoint such working groups or sub committees to manage the above responsibilities in detail with no powers of decision other than to recommend courses of action to the Trustees.

### 3. The Role of the Treasurer

1. To advise the Trustees and the appropriate Trustee or member of staff and, where appropriate, give assistance to the appropriate Trustee or member of staff in providing safe and efficient financial arrangements ensuring wherever possible that income is donated in a way that permits the reclamation of income tax.
2. To give regular reports to the Trustees on the state of the finances.

3. To prepare an annual balanced budget and accounts for approval by the Trustees and to maintain an adequate and effective internal audit function.
4. To open and maintain such current and deposit bank accounts approved by the Trustees for the receipt and payment of the Trustees' funds as the Trustees may determine appropriate.

#### **4. Authority to Spend Money**

1. Contracts for the supply of capital or revenue items can only be entered into so long as:
  - a) Value for money is obtained.
  - b) Regard is given to the legal form and content of the contract and further legal advice is sought if necessary.
2. Capital expenditure is defined as expenditure on the following:
  - a) Land and buildings
  - b) Construction costs
  - c) Plant, equipment, furniture and vehicles
  - d) Computers and office equipment
  - e) Professional fees connected with the above
3. No money may be spent on the purchase of capital items exceeding £5000 without the specific prior authority of the Trustees.
4. Purchase of capital items in excess of £1500 is only permissible after receipt of three written quotations.

#### **5. Revenue Expenditure**

1. Revenue expenditure in excess of £1500 is only permissible after receipt of three written quotations or using a supplier which has been approved by the Trustees. This includes annual expenditure for regular services in excess of £1500.
2. Receipts for all items of revenue expenditure must be obtained and kept for a period of three years.
3. Virement between capital and revenue, either way, is not permitted unless by the express decision of the Trustees.
4. No payment for goods or services may be made until after receipt of an invoice from the supplier that has been certified as correct by the supervisor of the contract and/or service.

#### **6. Accounting Procedures**

1. A Statement of Income and Expenditure shall be maintained by the Treasurer or an Assistant Treasurer appointed by the Trustees on an ongoing basis.
2. A Trustee or member of staff will administer the letting, hiring or otherwise allowing the use of the Trustees' premises. Requisite invoices shall be prepared and submitted in each case.

#### **7. Banking Arrangements**

1. All income or donations for the benefit of the Hub at Henley Community Centre CIO and all monies received in respect of the use of The Trust Premises shall be paid into the trust's bank accounts and the Treasurer notified of such payments.

2. The authorised signatories of the bank accounts shall be three Trustees and include the Chairman and Treasurer.
3. As far as revenue expenditure is concerned, all expenditure will be made by cheque, internet bank transfer, standing order or direct debit.
4. Two authorised signatures will be always required for cheques, standing orders, direct debits and internet banking.

## **8. Reserves Policy**

1. Reserves can be put aside for long term projects, replacing or repairing contents, equipment or repairs to the building. The building is critical for the operation of the charity.
2. The amount put aside for reserves will be set and reviewed by the Trustees every year.

## **9. Amendments**

1. These Financial Regulations may be amended at any meeting of the Trustees provided that
  - the request has been made by not less than two members,
  - notice has been given to the Trustees of the proposal to amend, with the notice of the meeting,
  - the Chairman has approved a discussion on such a proposal. Such approval by the Chairman shall not be unreasonably withheld.
  - A proposal to amend shall be resolved where two thirds of the members present at the meeting and entitled to vote, vote in favour of the amendment.

## **10. Policy Review Due: February 2026**

### **Definitions:**

In this document the expressions:

- i. The Trustees' Committee is The Committee elected under Clause 5 of the Constitution, hereinafter referred to as "The Trustees".
- ii. "Chairman" means the Chairman of the Committee.
- iii. "Treasurer" means the Treasurer of the Committee.
- iv. "Member" means a member of the Committee elected by virtue of Clause 5 of the Trust Constitution.