

## **Thornhill Development Trust Finance Policy**

Thornhill Development Trust (TDT) is committed to maintaining appropriately completed and accurate reports and records in accordance with statutory requirements.

Expenses and costs may be incurred for the purpose of enabling or carrying out the charitable purposes by trustees, members, or local community volunteers. Income received by the Trust will be to enable or carry out the charitable purposes of the organisation.

Accounts will be kept up to date, record all income and expenditure accurately both in total and for each sub-group and project.

### **Operation of Accounts**

TDT Funds will be kept in a bank account or savings account. The bank account will have up to 3 signatories, one of whom will be the Treasurer. The Treasurer will have access to on-line banking.

Separate records must be kept of the income and expenditure of each sub-group or grant funded project, ensuring accurate records of designated and restricted funds.

Records and reports required by external funding organisations must be prepared and presented in line with the timescales required by the funding organisation.

### **Accounting Process**

#### **Income**

All correspondence relating to income, including funds received electronically, will be retained with the accounts.

Donations and fundraising revenue should be recorded on a TDT Income Form signed by the person collecting or donating the money. The form will include the date received, amount and type of income (cheque / cash / card). The income form will be countersigned by the treasurer on receipt, confirming amount and type of income.

Invoices and receipts will be provided for trading transactions and bank transfers as required.

Membership paperwork is held by the membership secretary. The treasurer will inform the membership secretary of electronic membership transactions including transaction date and amount to ensure records are kept up to date.

Deposits into the bank account will be made in a timely way.

#### **Expenses**

All correspondence relating to expenses, including funds transferred electronically, will be retained with the accounts. General expenditure should be approved in principle in advance at a Trustees meeting, or electronically by trustees to a quorate meeting level.

Expenses will be claimed using the TDT Expenses Form, attaching the receipt or invoice.

Expenses will be reimbursed in a timely way subject to the following authorisation processes:

- The treasurer and signatories can authorise payments which have been agreed in principle by the trustees up to £200 for individual payments, or up to £500 on agreed recurring costs. Payments above these amounts should be specifically approved at a Trustees meeting or electronically by trustees to a quorate meeting level prior to payment
- Expenses will be paid by cheque or electronic transfer. Two out of three signatories are required for transactions. At least one of the signatories must be a Trustee. Signatures for electronic transfers can be recorded by email, and the email kept with the transaction record

## **Governance**

The treasurer should present a report regularly to Trustees meetings detailing the overall financial position, and that of each of the subgroups and projects of TDT.

Annual accounts must be prepared and presented timeously in line with legal requirements. The Trust financial year runs from 1 October to 30 September, unless otherwise agreed and altered by the Board. Annual Accounts and the Trustees Annual Report will be submitted to OSCR within 9 months of the end of the financial year.

The accounts should be examined by an independent examiner in line with OSCR regulations.

The business of each AGM must include consideration of the annual accounts of the organisation.

Accounting records should be retained for six years.