



1) General arrangements

The group is a registered charity, number SC050794.

2) Role of the trustees

The charity's finances are the primary responsibility of all trustees.

3) Record keeping

The treasurer keeps appropriate financial records, including:

- an account book or spreadsheet recording all the transactions in the bank account(s)
- bank statements
- a petty cash book (if we make cash payments)
- details of all funds received
- invoices and other receipts for all payments
- Volunteer expenses.

4) End of financial year accounting procedures

The financial year ends on 31 March

- The treasurer will draw up accounts at the end of the financial year and have them examined by a suitable person who is independent of the group. The annual accounts will be presented to the Annual General Meeting.
- Before the start of the financial year, trustees will set a budget for the following year
- Trustees will ensure that any restricted funding has been reported appropriately.
- No trustee will commit to spending before guaranteed income has been received and the board has approved.

5) Financial reporting

There will be a financial report to each board meeting.

6) Bank accounts

- TreeLink has one account, a current account Royal Bank of Scotland which is available online
- All bank transactions will go through our current account.
- At least three trustees will be signatories to the account.
- Any withdrawals or transfers from accounts will be signed by two of the signatories. One of these will normally be the treasurer. If not, the treasurer will be given full details of the payment.
- Trustees will never sign a blank cheque.
- The treasurer will ask the bank to provide statements every month and will check the statements against records.

7) Income

- TreeLink will avoid the use of cash transactions if at all possible.
 - If we receive cash, we will issue a receipt and keep a copy.
 - If we receive cash at events, two members of the group will count the cash, make a note of the total and sign for it.
 - When the treasurer collects cash from a group member, the treasurer will issue a receipt.

- Details of cash received will be entered in a cash-book.
- We shall bank all cash received – we will not use it for cash payments. We expect that cash will be banked within a week.
- The treasurer will record details of cheques received in the account book and bank the cheques within one week.
- The treasurer will record details of all bank transfer (BACs) payments in the account book.
- The treasurer will keep files of paperwork relating to cheques and BACs payments (e.g. grant award letters or copies of receipts issued by the group).

8) Buying goods and services

- The board will agree an annual budget in advance.
- Any spending not included in the budget must be approved by the board. If time does not allow discussion at a board meeting, at least three of the four office holders may approve spending up to a limit of £100 per item.
- We will not sign a cheque, or authorise a direct debit, bank transfer (BACs) or debit card payments without paperwork to support the payment.
- We will record details of payment.

Overall responsibility for the monitoring and review of the policy and procedures lies with the Treasurer.

Implementation and adherence to this policy is the responsibility of all trustees and other volunteers within the organisation.