



Financial Policy

1. Introduction

The Trustees of Brinsley Animal Rescue have a duty to ensure the Charity complies with all statutory requirements, in the financial management of the organisation. The Trustees also recognise the importance of openness and transparency.

2. Application of this policy

This Policy applies to all of the work that the Charity is involved with.

3. General

- All cash and cheques will be kept secure in a locked safe with access only by Trustees.
- Income will be paid into the bank account regularly to prevent large amounts accumulating.
- The Trustee committee must approve all banking arrangements.

4. Reserves

The Trustees will aim to maintain minimum reserves of £5,000 above any restricted balance. This amount will be reviewed at least annually, to align with the Charities financial liabilities.

5. Bank Accounts

Income

All income will be paid into the Charities current account. Cash income will be logged into the income spread sheet. Wherever possible, cash should be banked and not spent.

- All income will be put into the current account, with only transfers made to and from the deposit account, to keep it simple to manage.

Bills and Payments

- Whenever possible, payments should be by Bank Transfer, Debit Card or cheque, cash should be avoided wherever possible.
- All bills and receipts will be handed to the Treasurer without delay.



6. Petty Cash

- There will be only one petty cash float.
- Where there is the necessity to provide different persons with petty cash, for example during fund raising activities, designated persons will be given a set amount of money (a float) that will be reimbursed back into the main petty cash and accounted for.

7. Authorisations

- Cheque signatories will be authorised and minuted by the Trustee committee.
- Only Trustees will have access to the bank accounts, debit cards and cheques.
- The Treasurer needs prior notice of all orders and commitments exceeding £500 to ensure sufficient funds are available and maintained.

8. Financial Records

The Charity will maintain the following records, to be kept at the Charities office:

- Cash book (for all bank transactions)
- 'Money in' file (for documents relating to monies banked)
- 'Bills paid' file (for all invoices/bills paid by cheque/standing order...)
- Bank statements
- Bank reconciliation forms
- Chequebook
- Paying in book
- Finance file
- Gift Aid declarations

9. Financial Management

Financial reports will be produced for the Trustees committees and will show:

- Bank and cash balances at the end of the quarter.
- Commitments

10. Approval

This Policy is accepted and to be immediately implemented by the Trustees at Brinsley Animal Rescue.



Signed: _____

Name: _____

Signed: _____

Name: _____

Signed: _____

Name: _____

Signed: _____

Name: _____

Date: _____