

Buxton Mountain Rescue Team

Finance, Budgeting and Accounting Policy

Adopted by the Trustees of BMRT on 14 January 2013

1 Administration

- 1.1 This document sets out the procedures and controls to be complied with in all financial matters entered into by Buxton Mountain Rescue Team or members or individuals acting on its behalf.
- 1.2 The document is supplementary to the Constitution and Standing Orders and shall in no way contravene any such articles registered with the Charity Commission.
- 1.3 The name of the charity is Buxton Mountain Rescue Team, an unincorporated charity registered with the Charity Commission for England & Wales. The Charity Commission registration number is 503913.
- 1.4 The address of Buxton Mountain Rescue Team is 8A, Halsteads, Dove Holes, Buxton, SK17 8BJ.
- 1.5 All members of Buxton Mountain Rescue Team Management Committee are deemed to be Trustees of the charity and accept liabilities and responsibilities as defined by the Charity Commission.
- 1.6 The purpose of this document is to set out a policy and procedure in order to:
 - Protect the assets of the charity.
 - Enable the Trustees to receive a clear statement of the charity's financial position at regular intervals.
 - Safeguard the integrity and security of all income and expenditure.
 - To ensure charitable funds are used only to support the aims of the charity.
 - Enable the provision of a considered budgeting system to plan for the immediate and future financial security of the charity.
 - Provide an accounting system enabling completion of an Annual Statement of Accounts and an Annual Report as required by the Charity Commission.
 - Where appropriate all procedures and controls will comply with recommendations made in the Charity Commission document "CC8, Internal Financial Controls for Charities".
- .7 This document may only be amended at a properly convened meeting of the Trustees or at a General Meeting of the charity members.

2 Accounting

- .1 The year for accounting purposes shall run from the first day of January to the last day of December.
- .2 Whilst the annual gross income to the charity remains under £100,000, the Treasurer will operate an accounting system in line with Charity Commission guidelines for Receipts and Payments Account.
- .3 All income and expenditure will be recorded manually or electronically. Any electronic records shall be duplicated in separate storage facilities in order to guard against loss or corruption of electronic data.

- .4 The Treasurer will prepare a statement of accounts and a report of financial transactions for each scheduled Trustee Management Committee meeting.
- .5 At the end of each financial year the Treasurer will prepare an Annual Statement of Accounts for examination by an Independent Examiner appointed by the Trustee Management Committee.
- .6 The Annual Statement of Accounts together with the Independent Examiner's Report will be submitted to members of the charity for approval and adoption at the Annual General Meeting.
- .7 Following approval by the membership the Annual Statement of Accounts and the Independent Examiner's Report, together with The Trustee's Annual Report prepared by the Chairperson of the Charity, shall be forwarded to the Charity Commission.
- .8 The Trustees shall endeavour to maintain total monetary assets equivalent to the costs of operating the charity for two years. These funds should be retained in cash-based investments, with appropriate access levels, to mitigate the short-term risk.
- .9 Additional reserves may be retained for specific and defined purposes. In this case consideration should be given to methods of guarding against erosion of their value through inflation, devaluation of the currency, bank charges or any other means. Professional advice should be sought where this might put the reserves themselves at risk.

3 Banking

- .1 At the direction of the Trustees the Treasurer will open or cause to be closed bank accounts or other investment accounts in the name of Buxton Mountain Rescue Team for the purposes of holding the financial assets of the Charity and for permitting payment of expenses incurred by the charity.
- .2 The Treasurer may, without reference to the Management Committee, transfer funds between established accounts providing such transfers are within any restrictions that shall from time to time be imposed by the Management Committee.
- .3 All cheques issued for payment of the expenses incurred by the charity shall require the signatures of two Trustees from a list nominated by the Management Committee and who have completed the necessary bank mandate form.
- .4 Online banking may be carried out providing that the system requires at least two registered Trustees to administer any transaction made electronically. Appropriate password and card protection must be used.
- .5 The Treasurer will keep records of sums donated for a specific purpose and restricted to that purpose by the donor. The accounts will also show how such sums are disposed of for the purposes specified.

4 Budgeting

- 4.1 A system of budgeting is to be established to forecast income and manage spending in order to ensure efficient and economical use of charitable funds.
- 4.2 Sums of restricted and unrestricted money shall be set aside by the Trustees to meet predicted immediate and future expenditure to enable fundraising to be targeted to meet any shortfall.

- 4.3 At the first scheduled Trustee Management Committee meeting of each financial year, the Treasurer shall propose five-year budgets of income and expenditure based on the known and reasonably predictable requirements of the charity.
- 4.4 The Trustee Management Committee shall agree or amend the budgets proposed by the Treasurer and will appoint individual Trustees to manage particular aspects of expenditure.
- 4.5 A Trustee appointed to manage an aspect of the expenditure budget must ensure that spending is in line with the intended purpose of the budget and that it supports the aims of the charity. The upper limit of any budget is intended to be the maximum sum to be spent within the financial year and must not be regarded as a requirement to spend.
- 4.6 A Trustee managing an individual budget may spend or authorise any expenditure of sums within the limits of that budget without reference to the Trustee Management Committee.
- 4.7 A budget holder wishing to spend beyond the limits of a budget must get pre-approval from the Trustee Management Committee, except in the circumstances listed in paragraph 5.8.
- 4.8 The Treasurer will report the performance against each income and expenditure budget at each scheduled Trustee Management Committee meeting. The committee may, at its discretion, increase or decrease the sum allocated to an individual budget at any time.
- 4.9 At the end of each financial year any surplus money reserved within a budget will be returned to the general funds of the charity.

5 Expenditure

- 5.1 All expenditure must support the aims of the charity.
- 5.2 The Treasurer or a nominee will pay all expenses incurred by the charity from the Current Account.
- 5.3 Only one current account chequebook will be in use at any one time.
- 5.4 Payment will only be made against a valid invoice and will be made payable to the company or name on the invoice.
- 5.5 Payments may be made to individuals who have incurred expenses on behalf of the charity only on production of a valid receipt depicting the value, date and reason for the expense.
- 5.6 Claims for re-imburement under the BMRT Expenses Policy may be paid only after the Treasurer receives the signed authorisation and claims forms.
- 5.7 No person shall incur any expenditure or promise payment by the charity of any sum without the approval of the Trustee responsible for the budget from which the sum will be subtracted
- 5.8 The Chairperson, Treasurer or Team Leader may, at their individual discretion, issue a payment beyond a budget restriction in cases where the operation of the team, the safety of its members or the good name of the charity may be jeopardised. All such payments must be reported at the next scheduled meeting of the Trustee Management Committee.
- 5.9 The Treasurer will retain, or copy and retain, all invoices and receipts in a file depicting the date of payment, cheque or online payment number, to whom

the payment was made, the reason for the expenditure and the budget from which the payment is to be subtracted.

6 Income

- .1 Cheques or cash income shall be paid into the appropriate charity bank account at the earliest opportunity. A receipt should be obtained at the time of deposit.
- .2 The team may operate two current account deposit books, one held by the Treasurer and the other by a person nominated by the Management Committee.

Static Collection Boxes

- 6.3 All boxes shall bear the team logo and a contact telephone number and / or email address.
- 6.4 All boxes shall be sealed so that any tampering is readily apparent.
- 6.5 A record of the location of all boxes shall be maintained together with records of when and by whom they were opened and the amount contained therein.
- 6.6 Boxes should be retrieved from their sites and opened at least twice a year; the cash must be counted and paid into the appropriate team account as soon as possible.
- 6.7 A receipt for the amount in the box should be sent to the box host as soon as possible.

Other Cash Collections

- 6.8 Licensed street collections shall be conducted in accordance with the terms of the licence.
- 6.9 For unlicensed collections the cash must be collected in a suitable BMRT branded receptacle.
- 6.10 Proceeds must be counted by at least two people as soon as possible after the event and the cash placed in the safe at base. The Treasurer or a nominee should then be informed of the amount collected and will arrange for it to be deposited at the bank.

End of Finance, Budgeting and Accounting Policy