

## **Cumbria Beekeepers Area Association (CBKAA)**

### **Financial Management Policy Updated February 2025**

In order to maintain the financial probity of the association the following procedures should be followed by the Treasurer or another person who has been co-opted to undertake this responsibility with the approval of the Trustee as an Ex Officio Council member.

#### **1. Maintaining the accounts**

- Accounts should be updated on a regular basis, usually coinciding with Trustee meetings.
- The accounts will be made available at all Trustee Meetings.
- The end of year accounts will be sent to be scrutinised by an auditor who is independent of CBKAA by the end of February. The report will be presented by the Treasurer at the following AGM.

#### **2. Credits and Debits to / from the Account**

- Payments into the account by cheques or cash will be made where possible within 10 working days of their receipt.
- Payment of invoices: these should normally be settled within 30 working days of invoice/s being received or within the time frame any contract requires.
- Payments are made to other organisations with which CBKAA has contractual arrangements by the deadlines and following the procedures required. E.g. to the British Beekeepers Association for the two payments each year for member subscriptions in Spring and Autumn.
- Reimbursements: Receipts / invoices must be presented as proof of purchase / transactions for items/ activities that have previously been approved by the Trustees.
- Invoicing: Invoices should normally be issued to debtors in a timely fashion i.e. usually within one month of the product or service being supplied.

#### **3. Signatories to the accounts:**

- To ensure that the accounts can be maintained and transactions undertaken whenever required, 3 signatories will be approved by the Trustees to have access to the accounts.
- 2 signatories will be required to authorise transactions.

#### **4. Budgeting**

- To provide the Trustees with an indication of the anticipated income and expenditure for each financial year, a budget will be produced and agreed for the coming year by the Trustees before the end of the current financial year.

- The Treasurer will provide financial reports to each subsequent Trustee Meeting during the year will show the income and expenditure against the initial budget.
- The Trustees will use the Charity Commission framework to carry out a review of its financial position each year.

## **5. Funding**

A fully costed proposal for each initiative should be presented to the Trustee meeting via the Treasurer, at least two months ahead of the event, regardless of which event or person this is to support.

The proposal should include an indication of the anticipated:

- Levels of income and expenditure that will enable the event to 'break even'
- Amount required by CBKAA to enable the event to go ahead if 'break even' cannot be achieved.

The decisions to support any of the above will be determined by the budget allocated for CBKAA initiatives in the financial year.

Due to budgetary constraints, it may not be possible to offer support to:

- CBKAA initiatives every financial year
- All applications within a financial year.

Decisions where funding is required to promote the administration and development of CBKAA and involves less than £125 may be approved by the Treasurer, the Chair and one other Trustee.

## **6. Funding timescale**

Applications for funding will be met in arrears, unless exceptional circumstances are agreed at a Trustee Meeting.

A brief 'end of project' expenditure report, with receipts where necessary, should be provided to CBKAA at a Trustee meeting for the funds to be released.

Receipts/ invoices must be presented as proof of purchase/ transactions for items/ activities that have previously been approved by the Executive Committee.

## **7. Reserves**

The Trustee recognises the need for reserves to:

- Guard against emergencies
- Fund short-term deficits in cash flow prior to a grant or subscriptions being received.

To ensure that sufficient funds are available to meet these needs, the Trustees aim to maintain in reserve:

- a minimum of £3000
- some additional money to provide matched funding for grant applications for future developments.

The reserves should be held in a Savings Account so that it is accessible if the need arises.

The reserves are reviewed at the same time as the overall financial situation is considered.

*Approved: Feb 2025*

*Next review: in 3 years unless it is considered necessary to review earlier.*

*Feb 2028*