

**Macclesfield Youth Brass Band**

**Financial Probity Policy**

**Accounting records**

1. The treasurer will keep such accounting records and will be responsible for the preparation of such documents as will enable the trustees to comply with clause 24 of the constitution (Annual Report and Return and Accounts).
2. The annual accounts will be subject to independent examination or other scrutiny in accordance with relevant legislation.
3. Financial records held electronically will be protected by the creation of copies at appropriate intervals.
4. A reconciliation of the cash book and bank accounts will be made every month.
5. An accurate and up to date record of fixed assets will be maintained, and an audit of fixed assets will be carried out annually.
6. Subscriptions will be levied and membership records will be maintained accurately.

**Receipts**

7. Proper control will be kept over the issue of tickets for concerts and other events.
8. All receipts, whether cash or cheque, will be banked at the earliest reasonable opportunity.
9. The trustees will exercise the greatest control over the counting of cash receipts as circumstances allow.
10. Cash receipts may be used to fund reimbursement of expenses totalling less than £10 to trustees and other volunteers, subject to 13 below. Otherwise cash receipts will only be used to fund cash payments in exceptional circumstances agreed in advance by two of the signatories to the bank account.

**Payments**

11. At least three trustees will be signatories to the bank accounts, and any two of those signatories will be required to authorise payment over £100, whether electronically, by cheque or by any other means. The same signatories will each hold any debit cards issued in respect of the bank account(s) and will use those cards only after agreement with another signatory for transactions over £100. Confirmation of any debit card transaction will be given to the treasurer at the earliest opportunity, in writing or electronically.
12. Wherever possible, payments will not be made in cash
13. Payments will be supported by invoices or other documentation so far as possible
14. Payments will be made as promptly as possible.
15. Trustees with access to the online banking facilities will ensure that their PCs are secure and up to date with anti-virus, spyware and firewall software.

**Authorisation and reporting**

16. A financial report will be presented by the treasurer to each meeting of trustees, showing the financial transactions which have been made since the last such report.
17. The trustees will review the report and approve the transactions.
18. Decisions taken by the trustees at their meetings or by email will be considered sufficient authority for the treasurer to instigate financial transactions to carry them out, subject to the payments procedures above.
19. This policy will be reviewed annually.

This policy was adopted on 12th January 2021

Signed ..... Chair

Name Louise Renshaw Next review date January 2021