

Macclesfield Youth Brass Band

Financial Probity Policy

Accounting records

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).

The annual accounts will be subject to independent examination or other scrutiny in accordance with relevant legislation.

Financial records will be signed and held electronically in cloud based storage. Access to such records will be restricted to authorised persons and managed in accordance with the band's Data Protection Policy and applicable data protection legislation.

A reconciliation of the cash book and bank accounts will be made every month.

An accurate and up to date record of fixed assets will be maintained, and an audit of fixed assets will be carried out regularly.

Subscriptions will be levied and membership records will be maintained accurately.

Restricted funds shall be separately identified and recorded and used only for the purposes for which they were given.

Grant income shall be spent only in accordance with the conditions attached to the grant. Appropriate records shall be maintained to demonstrate compliance with grant conditions and to support any reporting requirements imposed by grant funders.

Receipts

Proper control will be kept over the issue of tickets for concerts and other events.

All receipts, whether cash or cheque, will be banked at the earliest reasonable opportunity.

The trustees will exercise the greatest control over the counting of cash receipts as circumstances allow.

Cash receipts may be used to fund reimbursement of expenses totalling less than £10 to trustees and other volunteers, subject to the Expenses Policy. 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

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.

Opening or closing bank accounts shall require approval by the trustees.

Wherever possible, payments will not be made in cash.

Payments will be supported by invoices, receipts or other documentation so far as possible.

Payments will be made as promptly as possible.

Trustees with access to the online banking facilities will ensure that the devices they use to access those facilities are secure and up to date with appropriate security software and operating system updates. Strong passwords and multi-factor authentication shall be used wherever available.

No individual shall have sole control of a financial transaction from initiation to recording wherever practicable.

Conflicts of Interest

Trustees must declare any financial or other interest in any matter under consideration by the trustees.

Any trustee with a conflict of interest shall not participate in discussions or decisions relating to that matter except where permitted by the constitution and applicable law.

Any payment to a trustee or a person connected to a trustee must be authorised in accordance with the constitution, applicable charity law and any relevant Charity Commission guidance.

Fraud Prevention and Financial Irregularities

The trustees are responsible for safeguarding the assets of the band and for taking reasonable steps to prevent and detect fraud, theft, financial abuse and other irregularities.

Any suspected fraud, theft, financial irregularity, cyber security incident affecting financial systems, or significant loss of funds shall be reported immediately to the Chair and Treasurer and brought to the attention of the trustees.

The trustees shall investigate any such incidents and take appropriate action. Where required by law or Charity Commission guidance, serious incidents shall be reported to the Charity Commission and any other relevant authorities.

Authorisation and reporting

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.

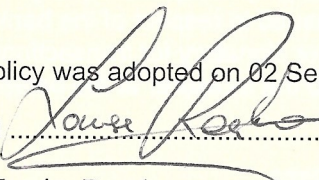
The trustees will review the report and approve the transactions.

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. Decisions made by email shall be retained as part of the band's governance records.

The trustees shall review financial risks facing the band periodically and ensure that appropriate financial controls remain in place.

This policy will be reviewed annually.

This policy was adopted on 02 September 2026

Signed  Chair

Name Louise Renshaw