

Good practice Finance & meetings

Guidance notes on money matters

1. All cash & cheques received must be paid into the bank account.
2. All cheques should be signed by two of the appointed signatories.
3. Signatures must not be placed on blank or partially completed cheques.
4. Bills should not be paid until an invoice has been submitted and the signatories should be able to inspect the invoice before approval of the payment unless there is good reason.
5. Receipts and invoices presented to the Treasurer for payment should be on paper.
6. An entry for all transactions should be regularly made into the analysed cash book.
7. For fund-raising events etc at least two people should count and record donations and other cash.
8. The treasurer should issue a receipt to the depositor for any cash received.
9. It is essential that the past six years invoices, cheque stubs etc are kept available.
10. The treasurer should hold all historic plot payment records.
11. A person who is raising or being paid for an invoice should not authorise the payment or sign the cheque.

Agreed 17 January 2015

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Guidance notes for committee procedures

1. A maximum of 8 members may form the committee
2. A quorum for a committee meeting to occur is at least 3 members
3. Meetings without a quorum may occur but decisions must not be made.
4. Members who declare an interest or are recognised with an interest should leave discussion and voting and have their action minuted.
5. Before the committee meeting the committee will be invited to submit items for an agenda and it will be published and distributed before the meeting along with any reports.
6. Decisions for services or purchases above £25 should have best value information made available before approval is given.
7. Urgent decisions may be sought by a proposer using email to all of the current committee and the details of any decision reached reported to the next committee meeting by the proposer.
8. Resignation from the committee to be effective, must be submitted in writing with date submitted.

Agreed 17 January 2015