



1. GENERAL

- 1.1 These financial regulations shall govern the conduct of the financial transactions of the Trust and shall only be amended at the AGM by resolution of the Trustees.
- 1.2 The Company Secretary will be responsible for the proper administration of the Trust's finances
- 1.3 The Company Secretary will be responsible for financial management information.
- 1.4 The Company Secretary will complete and submit all necessary returns to the relevant government bodies as soon as practicable after the end of year.

2. RECEIPTS/PAYMENTS

- 2.1 Expenditure on any project with a cost of over £1000.00 (one thousand pounds) shall be supported by the obtaining three independent quotations.
- 2.2 Urgent expenditure necessitated by Health and Safety concerns in excess of £200.00 may be agreed by the Principal Health and Safety Officer, User Group Lead and Company Secretary or, if one or other is absent, an alternative Trustee.
- 2.3 All maintenance payments will be supported by a voucher/payment acknowledgement.
- 2.4 Wherever possible, payments to be made by bank transfer. In the event of a cheque being necessary, this to be signed by two of three authorised signatories, Company Secretary, Chairman and one Trustee who will be a non-office holder.

3. ANNUAL ACCOUNTS.

- 3.1 The annual accounts of the Trust will be prepared by an independent accountant as soon as practicable after the end of the financial year (which runs from 1st January to 31st December each year). In any event, by the date set aside for the AGM.

4. BANKING ARRANGEMENTS

- 5.1. Barclays Bank are appointed the bankers for the Trust and The Trust will maintain two banking accounts, a current account and a business saver account

6. INSURANCE

- 6.1 The Company Secretary will effect all insurance matters and negotiate all claims with Trust's insurers.