

## TOADS FINANCIAL POLICY

Finance policy to be reviewed annually at the AGM

### Controls & Monitoring

- accounting: bookkeeping through Xero system and subject to annual independent examination and sign-off
- transactions by BACS with all data captured into Xero system and reconciled (cheques (two signatories) only to be used in exceptional circumstances)
- Treasurer's report on cash balances and outstanding issues to every committee meeting
- annual examined accounts including income and expenditure presented to the members at the AGM
- handling of cash: (1) double system in the box office to record all cash transactions, reconcile them and then recorded and reconciled in Xero; (2) all bar and café transactions (cash and card) recorded, input to Xero and reconciled; (3) all cash deposited at the bank recorded and reconciled on Xero
- (1) cash moved from box office till to safe to keep the balance at insurable level; (2) net cash takings from bar and café operations deposited into safe for collection and banking by treasurer (see above re recording and reconciliation); (3) safe code limited to treasurer and bar manager
- number of quotations for work done or supplies – to be two or more when cost exceeds £500 unless exceptional circumstances and agreed by the committee
- separate freelance contracts issued for each production
- managing trustees not to have pecuniary interest - not paid for services in any way though can be reimbursed for expenses incurred

### Income & Payments

- membership of society (classes and subscription amounts be considered annually at AGM and changes made by majority vote)
- number of Toads productions and additional one-nighters to be decided by managing committee to maximise potential income and control financial risk
- ticket sales – types and prices to be reviewed regularly
- “retail” process – costume and props hire, bar, café, ice creams – prices to be reviewed regularly
- production costs and reimbursements – limits to be reviewed regularly, reimbursements to be supported by invoices/receipts
- authorisation of payments – treasurer has control of bank account payments which are recorded and reconciled in Xero and subject to independent examination; box office payments to be limited to “petty cash” amounts (maximum £25) and supported by invoices/receipts
- delegations: managing committee delegate financial control to treasurer; managing committee can delegate other items on an ad hoc basis subject to clear limits and controls
- reimbursement of out-of-pocket expenses (<https://www.gov.uk/volunteering/pay-and-expenses>)

### Assets & Investments

- ownership of property – updated valuation urgently required

- periodic review and stock take as appropriate of assets – bar/café stock, props, wardrobe items, technical stock, set stock – insurance cover to be reviewed as a result
- adequacy of restricted and/or endowment funds – to be reviewed regularly

#### Managing Risk

- spread of assets across FSCS protected banks
- retention of contingency for building maintenance (restricted fund)
- handling cash – review of mitigation of risk of theft to be conducted
- review of selling processes of “retail” items required
- use of card machines: ticket and other sales through box office Oscar system captured directly in bank account; bar/café/ice cream card sales captured in SumUp reporting
- one-nighters – no large up-front payments to be agreed
- process for dealing with potential financial crime: committee Chairperson to instigate an investigation and following committee consideration notification to Police/legal action to be taken if agreed as necessary; also, Charity Commission to be informed

August 2023

Approved at Toads AGM held on .....

Signed.....