

## EDINBURGH, LOTHIAN and BORDERS BRANCH

*(a charity registered in Scotland No: SC009110)*

### TREASURER POLICY



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### 1. Introduction

The Committee has the collective responsibility of routine review and overall control of the Branch Club's finances although many of the detailed responsibilities will devolve on the Treasurer. The requirement for the Treasurer to report regularly to the Committee on the Branch's financial position is a very important method of maintaining this control and should be insisted on by the Committee.

The guidelines for the operation of the Branch finances are laid out within the Governance Handbook and these are also supplemented by Government Legislation and Charity Law, The Charities Accounts (Scotland) Regulations 2006, as to the requirements of the contents of the Annual Accounts of a charity.

### 2. Responsibilities

The Treasurer shall be responsible to the Committee and the Branch for (but not limited to):

- i. Receiving and disbursing Branch monies, including monies raised from entertainment and other functions in aid of Branch or Association funds, and maintaining books and accounts in compliance with such instructions as may be issued by or on behalf of the Council;
- ii. Presenting to each Branch Meeting (other than the Annual General Meeting) a statement showing the current financial position of the Branch;
- iii. Presenting to the Committee and to the Annual General Meeting the Statement of Accounts of the Branch for the preceding financial year and the Report of the Auditor or Independent Examiner; and
- iv. Submitting to the Area Office by 31 March each year a copy of the Statement of Accounts for the preceding financial year and the Report of the Auditor or Independent Examiner

### 3. Treasurers Key Facts

Branch treasurers are reminded not to make:

- Loans to members
- Cash payments to RAF Air Cadet branches
- Honoraria payments

Branch treasurers are reminded not to have:

- A single signature on any bank account
- A single committee member (trustee)
- The branch and welfare using the same bank account
- Signatories that are related or come from the same household

Branch treasurers are reminded to have:

- A Treasurers Limit
- At least two signatories who are office bearer within the Branch
- Each financial transaction must be authorised by two signatories, one of which must be the Treasurer, unless item is below the defined Treasurers Limit.
- Payments above the defined Treasurers Limit require the approval of the Branch Committee.
- Passwords and Usernames kept secure, private, safe and never shared.

#### 4. Treasurers Spending Limit

The current Treasurers Limit is set at £100. Any sum above this value will require approval by the committee.

During the Branch Newsletter Production the Treasure may authorise expense to cover printing consumables and postage to allow completion. Payments still require dual signatories.

#### 5. Budget

The budget for the Branch is set at the AGM

#### 6. RECORD OF ONGOING REVUES

VERSION	DATE	ACTION	REASON	PERSON
Draft	April 2021	Draft		Dave Prior Branch Treasurer
1.0	April 2021	Publish		Dave Prior Branch Treasurer
1.1	Jan 2022	Review	Review	Dave Prior Branch Treasurer