LITTLE MOOR ALLOTMENTS ASSOCIATION
FINANCIAL POLICY.

In this policy the elected officers and/or appointed Trustees of the Charitable Incorporated Organisation known as ‘Little Moor Allotments Association’ who constitute the Committee are referred to as ‘Trustees’ and the plotholders who pay rent to lease a plot are referred to as ‘members’.

Introduction
Having a clear and coherent process for handling money protects the association, helps to prevent cases of fraud and means the association is transparent. It is important that those involved with the association as Officers or members who may handle finances for the association have read and understood the financial policy and procedures for the association.

1. Organisational information:
Financial year runs from 1st November to 31st October

Bank Account Details:

Bank	Lloyds
Account Name	Little Moor Allotments Association
Account Type:	Community Account
Account Number	14339563
Sort Code	30-99-50

The telephone number to contact is 0345 300 0000(Business Accounts)

Signatories to the account are:

Treasurer	Dorothy Robson
Chair	Philip Bradley
Secretary	Christine Hodgson

Signatories will only be drawn from the Committee; no two signatories may be related, and any new signatory must be approved by a meeting of the Committee and recorded in the minutes for banking purposes.

2. Trustees
The Trustees are responsible for:
- Safeguarding the assets of the association
- The annual plan
- Approval of the budget
- Reserves policy
- Managing conflicts of interest
- Controls on income and expenditure
- Legacies
- Ensuring financial records are kept and approving the Annual Accounts in accordance with the constitution and relevant legislation.

3. Income processing
3.1 Cash and Cheques
Details of the cash and cheques received i.e. what it is for, who it is from, how much, is entered in the Bookkeeping Log
Cash and Cheques are received from:

- Trading via the Trading Hut
- Sale of Greenhouses/sheds
- Association memberships
- Plant sales, raffle money and refreshment sales at events such as allotment open days and the annual show
- Donations, Bequests, Grants and Show Sponsorship

Cash and Cheques may be received directly by the Treasurer (by hand/by post) in relation to the annual plot and subs invoice. This will be entered directly onto the Analysis Summary Ledger for cross referencing and balancing of the accounts.

Cash will be counted independently by the treasurer and one other person who will sign to confirm the amount received before being banked.

Plot and membership payments are matched against the allotment and membership schedules from which the invoices have been derived. This schedule is used for tracking payments and chasing outstanding debts.

Both cash and cheques are generally banked on a weekly basis or sooner if a considerable amount is received.

Receipts are not sent out unless specifically requested.

3.2 BACS
Notification that a BACS payment is due to be made into our bank account is usually made by way of email. This could be plot rental or a grant.

Bacs payments are recorded as
income within our account, grants are recorded as such and separately detailed and monitored to comply with the grant requirements.

Occasionally an amount may appear on a bank statement where no remittance advice has been received. If there is no method of tracing this income, the bank will be contacted for more information.

3.3 Invoicing
The Association does not raise invoices. Membership fees are requested by email to the members and payments received in cash, through card payments or by BACS transfer.

3.4 Chasing Payments

3.4.1 Plot Rental

If a member requests a longer pay period, this will be discussed with and agreed by the Treasurer.

At each committee meeting the Treasurer will provide a report to the Committee to ensure all membership fees are up to date and that payments are being made.

Following the expiry of the due date, the Treasurer will provide a list of outstanding plot payments to the Chairperson for each allotment site and the Chairperson will chase up the outstanding plot rentals.

In the event of Non-Payment of plot rent the Association shall issue a Non-Payment of Rent Notice giving 1 month for the Tenant to comply. If the Tenant does not comply by the end of this notice period, the Association will serve an immediate Termination Notice.

4. Expenditure
All those involved with the organisation need to be aware that expenditure is committed when an "order" is placed on behalf of the organisation, not when payment is requested. Therefore, it is essential that all expenditure is made within agreed budgets and delegated authorities.

Bank statements will be reviewed regularly by the treasurer and one of the other account signatories.

4.1 Authorising the ordering of goods or services
In general, the Committee will approve all proposals for non-regular expenditure at its meetings with exceptions as detailed below. All financial decisions will be documented within the minutes of the Committee Meeting.

Should an emergency arise between Committee Meetings, which requires a commitment of expenditure, then the verbal or written approval of this expenditure must be made by a minimum of two officers of the Committee.

Verbal approvals must be supported by retrospective email to the full Committee. Such decisions must also be reported at the next available Committee Meeting and documented accordingly.

a). Significant Programmes of Work
From time to time the association may secure grant funding for a project or programme of work. Such funding needs to be spent in accordance with the terms and conditions of the grant.

The programme of expenditure will be monitored by the Committee.

b). Building and Site Maintenance
To demonstrate best value, three estimates/quotes are required for items between £500 and £5000.

Estimates can be provided from web sites.

Note: Best Value may not always be lowest price due to other identifiable factors such as local supplier, quality, additional benefits etc.

c). Emergency repairs
Emergency repairs are of small value but essential to maintain the infrastructure of the allotment site, for example a burst pipe. Such repairs need prompt attention.

The site supervisor should use discretion as to how to action the repair. In general, if the amount of the repair is below £100 then the site manager should proceed. If, however rectification of the emergency is likely to be of a more substantial cost then the site manager should contact an officer of the Committee to seek the appropriate approval to proceed, as detailed in 4.1 above.

d). Sundries
The purchase of stationery, paper, stamps etc up to the value of £100, in support the general running of the association may be made without prior approval.
Reimbursement will only be made with the appropriate receipt.

5. Payments
Once the expenditure has been made, the Treasurer will enter the details into the accounts.

Payments will be supported by an appropriate invoice or receipt.

Payments may be made in cash or by cheque or by BACS transfer.

5.2 Direct Debits: Where used.
All Direct Debit mandates must be completed by the Treasurer. Copies will be held on file by the Treasurer

5.3 Travel Expenses
No travel expenses will be paid

6. Bank Account Reconciliations
Reconciliation between the bank statements and the transactions on the accounting system is carried out upon receipt of the monthly bank statements by The Treasurer. This involves matching all the entries on the bank statement against the entries on the association's accounting system.

Any imbalances will result in a detailed search being done for each entry not matched against the statement.

Once found, the error must be corrected before continuing. The bank accounts can then be reconciled.

Any un-reconciled items will be investigated to see why they did not clear the bank account, for example if a cheque has not been cashed or an entry entered twice in error.

Any uncleared items or irregularities will be reported to the Committee.

5. Insurance

Appropriate insurance policies will be maintained to cover

• Public & Products Liability £10,000,000 Indemnity

6. Reserves policy

The Charity will work towards building up sufficient reserves to enable it to meet its commitments should the Charity be required to close. An annual calculation of the amount required to cover redundancy payments to staff and other elements that should be included in the reserve target will be proposed by the CEO and approved at a Trustee Board meeting.

Adopted July 2025