

## MOSHRS Financial Policies (draft)

### 0. General Financial Policy Statement

We aim to hold complete, correct, consistent and timely financial records backed up with appropriate, evidence based documentation. All financial activity is approved by the trustees protected by the segregation of duties and transparency. The treasurer provides regular updates on the income and expenditure to the trustees. The accounts are produced on a funds based, income and receipts basis and reviewed annually by an independent examiner (in line with UK Charity law).

The trustees will periodically review our financial procedures and controls against Charity Commission advice and guidance, such as the "Internal financial controls for charities checklist":

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/585893/CC8\\_Checklist.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/585893/CC8_Checklist.pdf)

### 1. Reserves policy

MOSHRS holds a reserves fund in order to cover any unexpected, unavoidable costs (such as the sudden loss of the archive storage facility) and in order to initiate new projects, events or initiatives (expecting that these would ultimately need further grants or gifts to complete). This is reported on our annual charity submission.

### 2. Authorisation of expenditure

All commitments of expenditure must be discussed and agreed by the trustees in advance whenever possible and practical. This use of email to gain agreement is permitted and also agreement in principle where the actual prices are not known in advance (*for example, agreeing to a 200 copy print run of the newsletter without knowing the exact price the printer will charge*). **If an item is urgent and cannot wait for a response from all trustee and is less than £50 then by exception two trustees may agree and approve it**, reporting this back to the trustees at the next meeting.

An invoice or similar documentation must precede payment **and invoices must be signed by one of the trustees other than the treasurer** (*This is so that any online payments made by the treasurer, has a second signature on the paperwork*). This signature should be obtained before payment is made where the timeline allows but if not, followed up soon after (*This is so that we may pay our suppliers promptly and maintain goodwill*).

Cheques require two signatures and at least three trustees will be listed on the bank mandate.

### 3. Reimbursement of expenses?

Reasonable and valid expenses will be reimbursed to a trustee (or member) in line with the MOSHRS constitution. Receipts or vouchers must be produced for any expenses where available. Amounts of £50 and above should be approved in advance by the trustees (*It is unusual for an individual to incur large expenses; more often these are for postage, small stationary items and incidental travel*).

Expenses must be submitted to the treasurer on paper (or via email if urgent), signed and dated with supporting vouchers. **A second independent trustee, other than the treasurer, must counter sign the expenses if the amount exceeds £50.** (*This is to avoid the situation where, for example, the treasurer approves the chairman's expenses and vice versa with no other trustee involvement*).

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### 4. Petty Cash

Petty cash is held and used in order to facilitate cash sales, cash membership payments and pay minor expenses which are less than £10 (*for example, tea and coffee for the meetings*). If the amount of petty cash exceeds what might reasonably be required in the coming months, the treasurer must bank the excess. (*There is a preference for online and cheque transactions as these are easier to trace and audit and keeps the majority of transactions with the bank statement*).

### 5. Asset and Equipment Register

In addition to our historical records catalogue, held and maintained by our archivist, **the treasurer holds and maintains an assets and equipment register**. (*This is so that the value of assets owned or needing to be replaced in the future can be referenced in the financial reporting*).

### 6. Financial Record Keeping

Financial records (e.g. the annual accounts, bank statements and associated supporting documentation) must be kept for a min. of 7 years (includes paper and emails). The physical/paper records are held with our archive storage after a year. Additional interim reporting and internal memos should be kept for 2 years.

### 7. Future policies

MOSHRS does not currently have written policies on the following but may develop them in the future:

- Pricing policy (for the goods and services supplied)
- Procedures for handling restricted funds (e.g. where a donor or grant is given for a specific purpose and not for general use)
- Anti bribery, hospitality, the acceptance of donations and a register of interests
- Reporting suspicions (internally and to the commission and the police)

In the absence of a written policy, trustees will be guided by the Charity Commission's general advice and the MOSHRS constitution.

Policy Approved - <date>

Policy to be reviewed - 2022