

AVP BRITAIN FINANCIAL MANAGEMENT POLICY

The purpose of this policy is to define how AVPB manages its financial matters.

BANKING ARRANGEMENTS

Our bank is CAF Bank which does not have a branch network. Cash and cheques are payable into branches of HSBC.

We have two accounts, a current account and a deposit account. Most transactions are done online. The Financial Administrator is the primary user along with the Chair of Trustees. All online payment transactions made by the Financial Administrator need to be approved by the Chair, the Treasurer or one other Trustee designated by a minute of the Board.

There is one debit card which is held by the Financial Administrator. It is currently only used to purchase office supplies for the national office, or occasionally for booking accommodation on behalf of one of the regions.

FINANCIAL AUTHORISATIONS

For the purpose of carrying out AVPB business the following applies:

- One trustee can authorise or spend up to £100.
- Two trustees can authorise or spend up to £200.
- The Chair and Treasurer can authorise or spend up to £500.
- Any amounts over £500 must be agreed by at least 50 percent of the Trustees.

All trustee authorised expenditure must be reported at the next trustees meeting.

DEBIT CARD AUTHORISATIONS

- The Financial Administrator may make debit card payments up to £100 for the two purposes stated above.
- Debit card payments of more than £100, or for any other purpose than those above, require the approval of another signatory to the account prior to transaction.
- The Financial Administrator will make a monthly report to the Trustee Treasurer of all debit card payments with details of the nature of each purchase and to which fund the cost is allocated.

BUDGETS

Prior to the start of each financial year, the Trustees will set the budget for AVPB based on the financial projections of the Treasurer and the Financial Administrator. In order to

facilitate this, the Financial Administrator needs to be supplied with a financial projection by the end of November from FUTC DL, the national coordinator, the person responsible for the booking of the following year's National Gathering, Trustees and the Regions.

At Trustees meetings there will be a standing item to review and discuss the quarterly report provided by the Financial Administrator. This report must cover current balances in the general funds and in the key restricted funds, income and expenditure for the last quarter compared to the budget for the period and an explanation of any significant variations.

RESERVES

It is the policy of AVPB to hold at least six months' operating costs in reserves to mitigate fluctuations in income. Trustees shall review this annually when they set the budget to ensure that the level of reserves held is appropriate and adequate.

STANDING ORDERS FOR THE REGIONS

Each region takes responsibility for their day to day finances. However, in order to ensure continuity, to help with budgeting and for internal audit purposes, each region shall:

- ensure that names and contact details of all signatories to their regional bank account(s) are shared with the Financial Administrator and that these are updated promptly whenever changes are made and
- install the Trustee Treasurer as a signatory ('view-only' where possible) on every regional account being run in the name of AVP.
- give the Trustee Treasurer at least one month's notice in writing before closing any AVP regional account

Each quarter the regions provide the Financial Administrator with a breakdown of income and expenditure for the period compared to the budget for the period. At the end of the financial year they provide the Financial Administrator with end-of-year income and expenditure accounts, as the published and audited AVPB annual accounts include the regional balances.

THE ROLE OF THE FINANCIAL ADMINISTRATOR

The Financial Administrator shall:

- Provide Trustees with quarterly finance reports as above
- Work with the Trustee Treasurer to provide Trustees with an annual forecast.
- Consolidate the organisations accounts.
- Prepare the end of year accounts for submission to the Charity Commission.
- Prepare the end of year accounts for submission to Companies House.
- Prepare the end of year accounts for submission to the Scottish regulator.
- Ensure all bills are paid promptly and appropriate records are kept.
- Ensure all debts to AVPB are paid promptly.
- Ensure the National Insurance of staff is paid.

- Ensure the tax for staff and people claiming loss of earnings (where appropriate) are paid to HMRC.

THE ROLE OF THE TRUSTEE TREASURER

The Trustee Treasurer shall

- work with the Financial Administrator to ensure that the cash books are kept in a way that enables Trustees to effectively manage the resources of AVPB
- help the Trustees to properly interpret the reports of the Financial Administrator
- work with the Financial Administrator to provide Trustees with an annual forecast.
- oversee and monitor the national and regional accounts of AVPB in order to verify that AVPB resources are being used effectively for the purposes for which they are intended.
- report regularly to the Trustees regarding the above.

INDEPENDENT EXAMINER

The Trustees will propose the independent examiner for the following year and this will be ratified by the members present at the AGM of AVPB, held at the National Gathering.

Reviewed and Amended on 21st November 2020

To be reviewed: June 2022