



# **SWANSEA RAILWAY MODELLERS' GROUP**

## **POLICY AND PRACTICE GUIDANCE FOR FINANCIAL CONTROLS**

**Version 1: JUNE 2018**

### **1] MANAGEMENT OF PETTY CASH AND CLAIMS FOR PAYMENT**

**All claims for reimbursement must be accompanied by receipts for transactions which should have been duly authorised by an appropriate committee member.**

**Claims for reimbursement which fall more than three months from the date of the purchase will not be accepted.**

**All petty cash received or paid out will be promptly recorded and where there are balances banked as appropriate.**

### **2] CASH BOOK**

**Bank accounts and card sales reports will be reconciled and reported on monthly to the Committee.**

### **3] THE LEDGER**

**The ledger will be written up monthly with copies provided to the Chair and the Committee.**

### **4] SUBSCRIPTIONS REPORT**

**Monthly subscriptions payments will be reconciled and reported on a monthly basis. Copies of the report will be provided for the Chair and members of the Committee.**

### **5] CHEQUE BOOKS AND PAYING-IN BOOKS**

**Separate sets will be held by the Treasurer and the Chair alone.**

**6] BANK MANDATE**

To be reviewed annually with an AGM minute to that effect.

**7] AUDIT CHECK**

All records and reports relating to SRMG's accounts will be reviewed annually by a third party\*, with a full AGM report for members and a minute to that effect.

**8] AUTHORISATION FOR PURCHASES / EXTERNAL PAYMENTS**

**Below £100                      Committee member or Officer**

**£100 - £500                      Officer**

**£500 and above                      Officer and Committee meeting minuted**

**No self-authorisation is permitted. See 1] above with regard to reimbursement.**

\*at this time [2018-19] David Williams