

Leighton Buzzard & District Young Farmer's Club

ACCOUNTING RULES

Revised September 2016



1. CASH ACCOUNT

Background

These are the practices for handling cash; the aim should always be to reduce the amount of physical monies within the club so it cannot be lost. Cheques and online transfers are highly accountable and require dual authorisation.

Procedure for cash management.

The following rules should be followed.

- £100 to be kept in the green cash tin held by the treasurer. This is for small purchases and to act as change when receiving money from members.
- The cashbook should be constantly updated, whenever money is received it should be recorded.
- If Quicken is not available at the time, any transaction should be written on paper and moved to the software as soon as possible.
- After cash has been received, it should be banked using the paying in book and the amount of money transferred from the cashbook to the bank account record in Quicken.
- Money should not be clumped together as Membership Money or Yearbook money, make a note of who paid how much so others who do not pay can be chased.

It is the committee member's responsibility to take care when receiving cash, it should be recorded and handed to the treasurer as soon as possible. When large amounts of cash are being transferred extra security may be called on if any person(s) feel unsafe doing so.

Events

At an event, cash floats are required and it is better to have a separate tin at each point of sale rather than a generic one that everyone uses. This also makes record keeping easier, by counting the money in each tin we know whether the BBQ broke even or how much money was taken on the door in addition to advance sales.

Balances

There should always be at least £100 in the cash tin, this is not a slush fund so all monies needs to be accounted for. Ideally, only full bags of coins should be banked as cashiers can refuse non-complete ones.

Collecting Tins

The four club collecting tins do not have to be kept with the treasurer; they should be taken to events and left around the room so money can be added to them. If any one of them takes a lot of money, it should be emptied and banked in case the pot is lost or stolen. All cash in these

pots must be awarded to the chosen charity for that year. Any money raised at the carol singing in their own pots is to be awarded to Cancer Research UK.

Amendments to Rules

These rules may be reviewed on an annual basis and updated if new produces are required. Any amendment to the rules must be agreed by the club committee and formally proposed and adopted at the club AGM for which they should be circulated beforehand.

2. RULES OF THE CURRENT ACCOUNT

Background

The current account contains the day-to-day working capital of the club; it is the balance which cheques & online payments are drawn against, any collected cash is to be banked into this account.

Transactional Rules

The following should be noted.

- Dual authorisation must be set up for both cheques and online payments.
- Blank cheques should not be signed.
- Any person(s) authorised to sign on the account may not hold more than one online banking card reader for the club.

Mandate

It is recommended that three people are written into the mandate of this account so if one person is unattainable the process of making payments can still take place.

Amendments to Rules

These rules may be reviewed on an annual basis and updated if new produces are required. Any amendment to the rules must be agreed by the club committee and formally proposed and adopted at the club AGM for which they should be circulated before hand.

3. RULES OF THE BUSINESS RESERVE ACCOUNT

Background

This account exists for making purchases of asset to assist with the day-to-day running of the club. Money from this account is to be spent as and when is needed but is not to be wasted on fruitless expenditure or day-to-day running cost. A Tea Urn is an investment and can be

Amended at the 2016 AGM

used multiple times; tea bags are bought for a specific event and cannot be capitalised on.

Procedure for applying for funds

Anyone can make a suggestion to the committee for an item to be purchased based on the current and future requirements of the club. The following details are required.

- Name of item.
- Description.
- Price; if over £100 then three alternative prices should be submitted.
- Availability of the item to hire / borrow.
- Advantages of purchasing.
- Expected use.
- Any other information to support the purchase.

It is at the discretion of the committee to whether the purchase is made or not.

Over Spend

It is vital and a requirement by the charities commission that we hold enough money in funds to be a reserve for the club to function for a set period if no fund raising was possible (see Reserves Policy). This could include no members joining; cancelled events or an unexpected cost, for this reason the above account should always hold funds in excess of £10,000.

Amendments to Rules

These rules may be reviewed on an annual basis and updated if new produces are required. Any amendment to the rules must be agreed by the club committee and formally proposed and adopted at the club AGM for which they should be circulated before hand.

4. RULES OF THE MARTIN SENIOR TRAVEL FUND

Background

The fund is open to any Leighton Buzzard YFC Member who wishes to travel to assist with costs attributed to the trip. Funds are not guaranteed and are awarded at the discretion of the trustees.

Procedure for applying for funds

The applicant is to apply in writing to all trustees detailing the following:-

- Location of Trip
- Duration of Trip
- Type of trip e.g. homestay, working, team travel (if travelling with the NFYFC Discovery Programme)
- Why you have chosen to travel with the Discovery Programme (if applicable)
- Why you have chosen the particular trip
- What your expectations of the trip are and what you hope to gain from the trip (consider both personally and from a YFC perspective)
- How long you have been involved in YFC
- What your hopes/plans are for your future in YFC
- Any other details you may have regarding the trip that you feel are relevant.

At the discretion of the trustees you may be interviewed before a decision on funds is made.

Follow Upon on return from the trip

If funds are awarded the recipient will be required to give a talk to LBYFC and any other club who requests the same. You are therefore expected to take plenty of photographs and bring back souvenirs to assist with your talk.

Trustees

The current Trustees are:-

Mr John Fraser
Model Farm
Hockliffe Road
Leighton Buzzard
Beds
LU7 9NY

Mr Richard Edwards
April Cottage
Singleborough
Bucks
MK17 0RF

Minimum Balance

The minimum balance of the fund shall be £1000.00. However, the club shall endeavour to keep the balance above £1500.00 in order to try and ensure that there are always sufficient funds for members travelling and propose to do this by contributing a minimum of £50.00 to the fund per financial year.

The funds are awarded to members at the discretion of the trustees however, the trustees may liaise with the Club Chairman/Treasurer in deciding upon a sum to award to applicants.

Amendments to Rules

Amended at the 2016 AGM

These rules and the trustees may be reviewed on an annual basis. Any amendment to the rules or the trustees must be agreed between the club committee and trustees and formally proposed and adopted at the club AGM.

5. RULES OF THE PAYPAL ACCOUNT

Background

This account has been setup so online payments can be received on websites that sell event tickets on our behalf; it also allows card transactions via the PayPal readers.

Transactional notes

The following should be noted:

- All transactions are subject to a 1.5% fee (subject to PayPal's T&C)
- Each person requiring access should have their own user account. These makes actions accountable to individuals.

Transfer of Funds

This can only be done by the master account (info@lbyfc.co.uk) in the club's current account. This move should be recorded into the financial records like all other transactions.

Amendments to Rules

These rules may be reviewed on an annual basis and updated if new produces are required. Any amendment to the rules must be agreed by the club committee and formally proposed and adopted at the club AGM for which they should be circulated before hand.

6. GENERAL NOTES

The opening or closing of future accounts should either be authorised by the whole trustee body.

Third parties should not be allowed to open bank accounts in the charity's name, or use the charity's bank account to receive or transfer money, however monies may be collected as entrance fees for events run by a third party and then passed to them at a later date.

The management committee reserves the right to make spot checks of the financial records.

The Management Committee should periodically review the authorised signatories and other mandate information so that it remains appropriate and proportionate to the level of financial activity and risk.

Adopted by the Leighton Buzzard Young Farmers' Club at the Annual General Meeting held on

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Signed: Chairman of the Club