

Title:	Financial Terms of Reference
Version	V1.0
Date Last Updated	May 2024
Date Approved by Management Committee:	17/06/2024
Review Date	AGM

Definitions

All major spending on behalf of the Charity trust must be authorised by the Trustees at an appropriately convened and documented meeting. To enable the Charity and its Trustees to operate effectively this policy defines the Terms of Reference for Delegated Authority to individual people and roles within the organisation.

Responsibility

Financial control on behalf of the organisation falls to the Treasurer. The Treasurer has on-going authority to pay invoices in line with previously agreed contracts and agreements, along with spend previously agreed by the committee. In addition to provision by any other approved policies the Trustees Delegate the following spend authority to specific members between two committee meetings:

Property Lead (Tom Horsfield)	£50
Vice Chair	£50
Chair	£250
Email with three of five bank signatories approving	£1000

*Current Bank Signatories:

Treasurer
Chairman
Bookings Officers *2
Property Officer