

Founded 1881, Re-established 1919



Area Association Member of the BBKA

## **CORNWALL BEEKEEPERS' ASSOCIATION**

Charity Number 298470 [www.cbka.co.uk](http://www.cbka.co.uk)

# **Financial Procedures**

## **Revision 2**

**Approved by Council 19<sup>th</sup> July 2023**



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### **1. Money Received**

1. All money received on behalf of the CBKA, whether cash or cheque, must be passed as soon as possible to the Treasurer with full details and banked without delay.
2. All incoming money must be banked "gross" without deduction, and without any amount being held back for "feeding" petty cash or to pay expenses.
3. Any cash received must be counted by two members, independently of each other, the totals agreed, and a written statement of the amount signed by the persons who have counted. This statement must be given to the Treasurer with the cash. The two counts and the preparation of the statement should be done on the same day and at the same place (if possible). As soon as possible after the counts, the cash received must be reconciled with the expected receipts (e.g.: sales) and the result reported to the Treasurer.
4. A written financial report must be prepared for each CBKA event during which money is received on behalf of the CBKA. The report should detail income and expenses and any donations and should be passed to the Treasurer. The report may contain the statement referred to in paragraph 3

### **2. Petty cash and cash float**

5. Petty cash (if extraordinarily required) must be of a fixed amount not exceeding £50 provided by a withdrawal from the CBKA bank account for that purpose, and not by retention of incoming money.
6. If no CBKA bank account has facilities for cashing cheques locally, a bank payment may be made payable to the Treasurer for this purpose to enable them to provide the cash from their own money.
7. A cash float not exceeding £50 (required at CBKA events) may be provided by a member using their own money, which shall be repaid to them on the same day or at the end of the event. If this method is used, the amount shall be checked in and out by another member, and a note signed by both members shall be placed in the till or cash box. Repayment shall be acknowledged by both members signing the note, which shall be passed to the Treasurer with the financial report.
8. Cash floats above £50 must be agreed with the Treasurer and will be provided from CBKA funds we anticipate that this would apply to the Royal Cornwall Show only.

### **3. Payments**

9. All payments will need to be pre-authorised within the rules of the CBKA pertaining at the time. See Appendices



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10. Payments by the CBKA must be made by bank transfer whenever possible, in preference to cheque or cash payments.
11. All payments will require TWO separate online authorisations (or signatures). Signatories are to be most usually the Treasurer, Secretary and one other council office holder, who have been duly authorised by the Council and then the bank. A cheque payable to a Council member, or a member of their family, must not be signed by that Council member.
12. Cheques shall not be signed in blank or in advance.
13. No payment shall be made in cash unless a proper receipt is signed by the recipient.

### **4. Receipts**

14. A proper receipt or invoice, with sufficient details, must be obtained in respect of all payments made by the CBKA.
15. If payment is made in cash, the receipt must specify what the payment is for and be signed and dated by the recipient.
16. All receipts, invoices and other supporting vouchers or documentation must be passed to the Treasurer as soon as possible and retained for 6 years.
17. Mileage/travel costs will not normally be reimbursed unless undertaking a formal function on behalf of the Council and will need to be pre-authorised by the same.

### **5. Expenses**

18. Any payment of expenses must be authorised by the Treasurer within the agreed expenses list – see Appendices.
19. All claims for payment of expenses must be made to the Treasurer in writing with sufficient information and supporting vouchers if possible.
20. The Council hereby authorises the Treasurer, if they see fit, to pay routine expenses of a reasonable amount upon a proper claim for them being made to them.

### **6. Payments between Council Meetings**

21. The Council hereby authorises payment of monies between council meetings provided that the payment in question is on the approved lists (in the appendices) or exceptionally in an emergency, approved by the Chairman, or in their absence the Vice Chairman, and two other Council members not involved in the request. The payment must be reported to the next Council meeting for confirmation.



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### **7. Assets and property**

22. The Treasurer, in liaison with the Equipment Officer, shall maintain an up-to-date list of all items, assets and property owned by the CBKA, with full details, descriptions and photographs where appropriate. All Council members must co-operate in supplying information and keeping the list up to date.
23. As far as is possible and practical, all such items must be identified as the property of the CBKA by means of some label, notice or indelible marking on the item concerned.
24. The Council has resolved not to insure such items but to pay for any losses or damage to them out of its own funds.

### **8. Investment**

25. All investment of the funds of the CBKA shall be fully considered at a Council meeting and authorised by specific resolution of the Council after any appropriate advice has been taken.

### **9. Changes**

26. Any changes to these financial procedures, whether of a permanent or a temporary nature, can be made at any time by specific resolution of the Council, but not in any other way.

### **10. Monitoring**

27. The accounts of the CBKA shall be reviewed each year by an Independent Examiner/Scrutineer appointed by the CBKA for that purpose.
28. The Independent Examiner/Scrutineer shall, at least once during each financial year, and more often if he feels it appropriate, make an unannounced spot check that these procedures are being adhered to.

### **11. Local Groups**

29. These procedures, where possible, shall be followed by the Local Groups of the CBKA when carrying out Group activities, with any minor changes required by the circumstances.



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### **Appendix 1**

Agreed CBKA Expenses that can be paid without reference to the Council:

- BBKA Capitation
- BDI Fees
- Members' subscriptions towards BeeCraft and Beekeepers' Quarterly Magazines
- Hall hire charges for CBKA council and RCS sub-committee meetings.
- Zoom licence.
- Annual Honorariums agreed by the Council.
- Subscription to SWBKA/National Honey Show – previously agreed by council as acceptable.
- Refunds to members of overpayments of subs
- Show Honey Sales monies, after deduction of CBKA turn.
- Website and social media charges – ongoing costs only – new investments excluded.
- Speaker fees
- Gift aid payments to groups
- Monies paid to CBKA in error – due to groups.
- Monies agreed by sub-committees within a separate budget eg: RCS items.

Agreed personal expenses that can be paid to Council Members/Members without reference to the council:

- Stationery and postage for Secretary, Treasurer, Membership Secretary and GK editor
- Travel costs for ADM delegate travelling to a formal meeting.
- Payment to treasurer for events to enable a cash float – paid back to CBKA after event.