

FINANCE PROCEDURES

These procedures will apply to the whole HCS family including all associated choirs.

Procedures for Income

1. All monies – ie cheque and cash receipts for anything (concert, cake stall, music hire, fundraising concert etc.) should be kept safely and recorded promptly by the Treasurer or appropriate deputy. Income above £100 in cash should be checked and signed for by two people.
2. Cheques and cash should be banked regularly and promptly by the Treasurer or appropriate deputy (ie Librarian banking hire monies, Secretary banking programme sale monies).
3. Full details of the monies banked by a deputy or handed to the treasurer for banking should be given to the treasurer ie totals for cash/cheques plus breakdown into category (eg which performance, raffle, admissions, catering).
4. Funds should be banked gross, without deduction for costs or expenses.
5. The Treasurer will obtain and file documentation to support the validity of all receipts.

Procedures for Payments

6. Cash payments or refunds should be for small amounts only (eg refund for rehearsal refreshments, purchase of envelopes). These will be processed by the Treasurer and paid from a 'cash in hand' float and not from incoming cash or by direct withdrawal from the bank account.
7. A cash float may be provided by the Treasurer on request for certain events eg cake sale, sales of programmes at concerts.
8. The Treasurer will obtain and file documentation to support the validity of all payments.
9. Online payments may be made, subject to dual authorisation and relevant invoices or contracts.
10. A debit card may be held by any of the HCS bank signatories and may be used for certain pre-approved online purchases (eg printing of posters / leaflets / programmes).

Expense Claims / Reimbursements

11. The same expenses claim procedure will apply for Members, Trustees, Officials and Volunteers.
12. For amounts over £20 a formal claim form may be requested by the Treasurer and will be authorised by a second Trustee. This will require a 'self-declaration of accuracy' by the claimant, plus relevant receipts.
13. Mileage claims, when allowed, will be refunded at no more than the HMRC rate.
14. For all expenses claims a receipt is required, or other acceptable evidence of the expenditure.
15. Expense claims will be usually be paid by BACS or cheque in order to minimise cash payments.

This information was extracted from the HCS Policy – Financial Controls

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