



The Wokingham Society  
Registered as a Charity (No. 274988)

# Wokingham Society Financial Policies and Practices

The Society's Financial Policies are set out in its Constitution. Should there be any conflict between statements in this document and the Constitution, the latter shall prevail.

## **Accounting Records**

Accounting records are kept to meet the requirements of the Charity Commission of England and Wales and prepared with respect to Financial Reporting Standard 102 as modified by the Charities SORP. The accounting records should be sufficient to meet these requirements.

At each Executive Committee Meeting the Treasurer will report to the Committee members on the state of the Society's finances. The report will detail the assets and liabilities of the Society at the reporting date, the income and expenditure for the period from the previous Accounting date to the current reporting date that the Society has incurred and the amount of grants made and the amounts available for further grants.

## **Financial Periods and Examination**

The Society has a financial year that ends on 30 June each year (Accounting date). Its financial records are subject to an examination when required by a resolution proposed and passed at an Annual General Meeting by a suitably qualified independent person appointed in that meeting.

A summary of the results for the financial year are presented to members at the Annual General Meeting (October or November) and then after any examination are approved by the Executive Committee and filed with the Charity Commission as it requires.

## **Budget**

Each year the Treasurer will propose an annual Budget for the Society's running costs. The Society will maintain cash in the Bank of at least six months of the annual running costs.

## **Banking**

The Treasurer shall with the consent of the Executive Committee open or close Bank accounts and Investment accounts in the name of the Society. Bank mandates will specify the authorised signatories to the Bank accounts. The authorised signatories will be four Executive Committee members. All instructions, and/or cheques are required to be signed by two signatories.

## **Investment**

All moneys not required for its day-to-day activities shall be invested by the Executive Committee as it may deem fit. If moneys available exceed £100,000 the Executive Committee shall prepare and document an Investment Policy, which shall be reviewed from time to time by the Executive Committee.

If monies available exceed £100,000 the Committee may employ an Investment Manager to help it to prepare and implement the Policy.

## **Investment Policy**

The Society's surplus funds (in excess of six months running costs) will be invested. Any investment undertaken needs to be simple to understand and operate. Before making any investment decision the Trustees must consider:

- (i) the risk of a reduction in the capital value of the invested funds
- (ii) the length of time between requesting the investment be liquidated and when the funds are received
- (iii) the risk of the counterparty defaulting on the funds
- (iv) the return offered by the investment.

The Society currently invests with the CCLA.

## **Grant Policy**

The Executive Committee awards grants in accordance with the Society's Objects.

The maximum amount of money available to grant in any financial year is calculated in accordance with the following formula:

'5% net funds of Society at the start of the financial year plus forecast interest/dividends expected to be received in the year **Less** estimated Annual Net Costs of Operating the Society'

## **Expenses of Administration**

The Executive Committee shall, out of the monies received by the Society, pay all proper expenses of administration and management of the Society.

## **Funds**

The Executive Committee shall, after payment of all proper expenses, use the residue of monies received by the Society as it thinks fit for or towards the Objects of the Society.