



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 and Her Majesty's Revenue and Customs. The accounting records consist of a general ledger and a supporting physical file that contains backup information. All Bank accounts are reconciled on a monthly basis.

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 amount of cash and investments held, the items of expenditure 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 and its financial records are subject to an examination by an external auditor appointed at the Annual General 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 the examination are approved by the Executive Committee and filed with the Charity Commission by the following March.

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 up 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 and all instructions, and/or cheques are required to be signed by two signatories.

Investment

All moneys not required for immediate application 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 to earn interest. 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 is 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 in CCLA Investment Managers 'pooled funds'.

Grant Policy

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

The 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'

All grants approved by the Executive Committee are deducted from the total available to grant in the year that they are approved. Each year a new calculation of the funds available to grant is performed. If there is unused grant capacity at the end of the financial year this capacity is lost

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.

If the monies available exceed £100,000 the Executive Committee shall prepare and document a Spend Policy. The Executive Committee shall review the Spend Policy as and when it thinks fit and at least once a year. The Spend Policy shall be discussed, and if thought fit approved, at Annual General Meetings.