BRADFORD FAMILY HISTORY SOCIETY

Finance Procedures

Approved (6th April 2023)

From the Constitution:

I. Any access of income over expenditure shall be applied to furthering the aims and objects of the Society.
II. The Society's monies shall be deposited in a bank or building society in the name of Bradford Family History Society. No payment shall be made other than by cheque, internet banking or through an official petty cash account, supported by vouchers.
III. The Treasurer and two other committee members shall be designated signatories to the accounts, any two (2) of these three (3) will be needed to sign a cheque or authorise internet transactions.
IV. Honoraria may be paid, on recommendation of the Committee, ratified at an AGM.
V. Speaker's fees may be paid to a Charity of the Speaker's choice if the fee is waived.
VI. Subscriptions become payable on joining the Society and thereafter on the first of January each year.
VII. AGM: The accounts shall be received and the examined accounts approved.

The following procedures shall be read in conjunction with 'Job descriptions' that are subject to change depending on the post holder. Any changes in either Job descriptions or financial procedures shall be reflected in the other and must be ratified by Committee.

Main sources of Income

I. Subscriptions can be paid directly to the Membership Secretary who passes the monies to the Treasurer, or reach him / her via GenFair /PayPal, or paid by standing order or bank transfer
II. Entry to meetings payments in cash at the door or Zoom fees by PayPal
III. Sales of publications, etc.
    a. Via GenFair, money automatically transferred to bank following month
    b. Cheque to Publications officer
    c. Cash to Publications officer
    d. At meetings
    e. From Find My Past via Federation, transferred automatically to bank, usually after two months.

Cash and cheques may be held temporally by Membership Secretary, Publications Office, an officer of the Society or a designated person, and must be passed to the Treasurer at the earliest opportunity. Treasurer and one other officer, usually Chairman, to have access to PayPal account. Treasurer will transfer PayPal income to bank at monthly intervals.

Main expenditure

I. Payment of printing of Bod-Kin (directly by Treasurer)
II. Payment of room hire (directly by Treasurer)
III. Insurance
IV. Speakers Fees. Speaker Finder to notify Treasurer of speaker's contact details and fee. If the charge seems unusual to discuss with committee before confirming booking. Speaker to be

asked to provide invoice including bank details before the meeting. Payment will usually be made by bank transfer; speaker's bank details will not be stored. Payments via cash and cheque to be agreed with Speaker if necessary.

V. Project costs to be agreed with the Treasurer at the start of the project, invoice or receipts directly to the Treasurer. The sale price of any Project Downloads shall be discussed and agreed at a committee meeting and shall depend on the amount of data involved.
VI. Printing of leaflets, invoice directly to Treasurer
VII. Website monthly fee by standing order. For any other work an estimate shall be obtained and accepted by committee.
VIII. Sage accounting subscription by monthly direct debit
IX. Annual Zoom subscription invoiced to Zoom Account Holder (usually the Chairman or Treasurer) and reimbursed by Treasurer.
X. Accountancy/audit fees invoiced direct to Treasurer.
XI. Honoraria as defined in the Constitution
XII. Expenses incurred as part of a designated role of the Society
    a. Travel expenditure on approved journeys
    b. Stationary, postage, printer ink and other consumables.
    c. Large & Exceptional items to receive committee / treasurer approval in advance of a commitment being made
    d. Expenses shall normally be paid by bank transfer or at the meeting after a claim is made and only on production of invoice or voucher. Where this is not possible, an arrangement to be reached between claimant and Treasurer.
    e. All expenses to be claimed within the current financial year.
XIII. Records are to be kept as per the Society's Archive Policy.

Income and Expenditure are accounted separately and one must NOT be used to off-set the other.

Review of Policy
Policy to be reviewed February 2025