The Durham & Newcastle Diocesan Association of Church Bell Ringers (Registered Charity No 507497)

Financial Policy

The Management Committee, as Trustees of the Charity, is responsible for:

- Ensuring the Association is carrying out its purposes for the public benefit
- Complying with the Association rules and the law
- Acting in the Association's best interests
- Managing the Association's resources responsibly
- Acting with reasonable care and skill
- Ensuring the Association is accountable

To carry out these responsibilities, the Financial Procedures detailed below must be followed by all trustees and volunteers. A copy of this policy and procedures will be given to all new officers on their election and to all relevant volunteers.

The policy and procedures will be reviewed annually by the Management Committee and revised as necessary.

Financial Procedures

1. Organisational Information

Financial Year:	1st January to 31st December
Name of Bankers:	Barclays Bank
	CCLA
Independent Examiner:	Mr Duncan Walker

2. Bank Accounts

- All bank accounts must be in the name of the Association.
- No account may ever be opened in the name of an individual or individuals.
- New accounts may only be opened by a decision of the Management Committee, which must be minuted.
- Changes to the bank mandate may only be made by a decision of the Management Committee, which must be minuted.
- All cheques must be signed by two signatories.
- The signatories are responsible for examining the cheque for accuracy and completeness.
- All Internet Bank Transfers must be authorised by two signatories.
- The Treasurer is responsible for ensuring accuracy and completeness prior to transmission.
- The signatories are responsible for examining the payment documentation (purchase invoice etc) prior to signing the cheque or authorising an Internet Transfer.
- Blank cheques must never be signed**.**

3. Signatories to the accounts

Three members of the Management Committee will be authorised to act as signatories. Cheques and online payments must be authorised by any two of these three people.

The current signatories are Mrs Anthea Enzor (Association Treasurer) Mr Rob Criddle (General Secretary) and Mrs Helen Scott (Fund-raising Co-ordinator)

4. Accounting and other financial records

The Association maintains a computerised accounting system which records:

- Cheques and cash received and banked
- Cheque payments, Internet Banking Transfers and other amounts paid from the bank accounts

Every transaction will be entered into the appropriate book and will include:

- The date of the transaction
- The name of the person money was received from or paid to and the full amount
- A brief description of why the money was received or paid
- An analysis of each amount under its relevant budget heading, where applicable

All documents relating to receipts and payments will be filed systematically

A regular backup copy will be taken

Each year-end a rigorous reconciliation procedure will be carried out to ensure income and expenditure has been recorded accurately.

5. Funds

The Association holds money in the following funds:

UNRESTRICTED:	
General Fund	To fund the operational costs of the Association
Designated funds:	
Education Fund	To support the training and development of members of the Association
150th Fund	To fund 150th Anniversary plans, within the charitable objectives of the Association
RESTRICTED:	
Bell Restoration Fund	To fund the maintenance and restoration of rings of bells within the Association. It includes money donated in memory of Ron Warford following his death in 2013 Money within this fund may be designated to specific projects
Tower Funds	Restricted funds held on behalf of towers in the Association with no ringers

6. Income

Subscription rates and other regular sources of income will be reviewed by the Committee on an annual basis, as outlined in the Association's rules.

Trustees who receive income, for example District Secretaries, are responsible for recording details of money received on a remittance form. When cash is banked a copy of the remittance form should be sent to the Association Treasurer to enable financial records to be updated and bank reconciliation to be carried out. Trustees may retain up to £50 petty cash and any excess should be banked within a month of receipt.

7. Authorisation and Payment

No trustee may be the sole authoriser of payments to themselves, their partner or relatives.

With the exception of regular payments such as the Central Council affiliation fee, before cheque or Internet payment of over £50 is made, it must be authorised by the Management Committee at a meeting or by email communication with all trustees. When payment is made the invoice (or other receipt) should be marked “Paid”, together with the cheque number and date, or bank transfer date, and signed by both signatories. All payments must be entered in the computerised accounting system only after being authorised.

200 Club payments will be made as soon as possible after the monthly draw. The value and frequency of each prize will be detailed in the Club rules at the point of ticket sales.

8. Insurance

Appropriate Insurance will be maintained to cover public liability. Current insurance is arranged through Brian Thompson Insurance Consultants.

9. Trustees' Annual Report

The following timetable will be adhered to, to enable the final accounts to be published in the Annual Report:

Officers’ final information to Treasurer	7th January
Treasurer to complete draft accounts	End of January
Management Committee review accounts	1st half of February
Management Committee approve accounts	Meeting mid February
Independent Examiner reviews accounts	2nd half of February
Any questions/changes resolved by Treasurer/Trustees	1st half of March
Independent Examiner gives final opinion	Mid March
Final Accounts to Printers for Publication	Mid March

10. Procedures for applying for funding

10.1 Bell Restoration Fund

Grants from the Bell Restoration Fund are made at the discretion of the Association’s Management Committee. A PCC or other body wishing to make an application should do so in writing on the form which is available on the D&N website. The form should be submitted to the General Secretary. The committee will consider making grants of up to 10% of the net (ex VAT) cost of bell restoration work (or the bell restoration work part of a larger project). This figure may be exceeded at the discretion of the committee. This figure may be exceeded at the discretion of the Management Committee, for example when considering small projects up to £2000 ex VAT.The committee will not normally consider making grants in excess of £10,000. The committee will normally set a time limit or review date.

The committee will take into account the following factors. The list is not exhaustive:

- The medium term and long term sustainability of the bells and ringing at the location.
- The extent to which the work amounts to routine maintenance, including the extent to which the bells have been and will continue to be maintained for ringing by the PCC, ringers or another body.
- The level of financial support from the PCC or appropriate body, recognising different financial situations and other financial commitments of the applicant.

- The extent of support for ringing and the aims of the Association at the location, including whether the PCC and incumbent provide fair opportunity for ringing and support for the ringers as detailed in the application.
- The overall cost of the scheme and whether reasonable efforts have been made to achieve a balance between cost-effectiveness and the need for high-quality outcome, including seeking advice and costs from more than one company or organisation where possible.
- For larger projects, whether advice has been sought from an independent person with suitable expertise. The Association can provide recommendations for such a person (contact generalsecretary@dandn.org).
- The level of funds in the BRF and knowledge of other calls or likely calls on the BRF, and the need to preserve some contingency and sustain the BRF.

Where a donation has been made to the D&N in support of a specific project, the Management Committee will still consider a separate application to the BRF in relation to that project, subject to the application and consideration process described.

10.2 Education Fund

Grants from the Education Fund are also made at the discretion of the Association's Management Committee. Applications such as subsidies for training or courses, purchase of resources, or hardware to support training will be considered. A member or group of members wishing to apply for funding should apply to the committee in writing, using the appropriate form which is also available on the D & N website.

Expenses

1. Introduction

As a charity, the Association is reliant on the support it receives from trustees and volunteers, who should be neither out of pocket nor enjoy any financial gain when working voluntarily on Association-related activities. Expense payments must not involve any element of personal benefit to the recipient and no element of loss of earnings, or payment for voluntary time, may be claimed.

Trustees or volunteers should be able to satisfy themselves that they could justify to a fellow trustee or volunteer any claim they make for payment of expenses, if challenged.

The Association has a responsibility to ensure that payment of expenses is properly authorised, controlled and represents 'value for money' and is accounted for.

The guidance below applies to Trustees or volunteers who act in an official capacity on behalf of the Association and other costs incurred in carrying out volunteer work on behalf of the Association. If in doubt, Trustees should seek guidance from the Association Treasurer before incurring the expense.

2. Expenses Policy

The Association rules state the scenarios for the reimbursement of expenses incurred by Association trustees.

The Association Treasurer maintains a record of all expenses paid to individual Trustees and the total paid appears in the Annual Accounts. Such expenses might include cost of postage and telephone calls, printing, photocopying and stationery, computer consumables or expenses incurred in connection with Association events.

Other than in very exceptional circumstances receipts must be submitted in respect of all claims for reimbursement. It is recognised that there are certain categories of expense where receipts cannot be obtained. Un-receipted expenses may be paid, providing a reasonable explanation is provided for the absence of a receipt.

3. Cash Claims

Trustees may hold a small amount of petty cash, which may be held back from cash income received to pay incidental expenses such as postage, photocopying and stationery. On the Remittance form, trustees should state any opening cash balance; record income, expenses and banking and then calculate a closing cash balance.

The maximum amount that may be claimed through the cash system at any one time is £20.

4. Other claims

Trustees or volunteers should make their expense claims on a regular basis, and not less than quarterly, or as soon after an expense has been incurred for those who do not make regular claims.

- Claim forms are available from the Association Treasurer, either in electronic or paper format, and on the Association website
- It is expected that all claims will be supported by documentation.
- All claims will be scrutinised by the Association Treasurer.
- Any claims made by the Association Treasurer need to be authorised by the President before payment is made
- Claim forms should be posted directly to the Association Treasurer, or given to the Association Treasurer where practical together with all original documentation.
- The Association Treasurer will make payments by cheque or electronically as soon as is practicable after the claim form has been received. However, there may be occasions when a claim is subject to a minor delay, for example, in the temporary absence of an authorised signatory.

It is important that all trustees and volunteers claim their expenses if they so choose. Volunteers should not be out of pocket because of their volunteering. Not everyone is in the position to choose not to claim expenses, and our members need to know how much volunteering costs. The Association would not wish to discourage trustees or volunteers from claiming expenses.

However the Association would like its trustees or volunteers to have the opportunity to donate some or all of their expenses to the Charity under Gift Aid, if they are a UK tax payer, should they so wish. The charity must physically pay the expenses claimed to the trustee or volunteer. The trustee or volunteer is then free to keep the money or pay part or all of it back to the charity as a Gift Aid payment. If they give all of the expenses paid back to the charity, they are not returning the expenses but making a payment of an equivalent amount. This would help to give a true picture of the running costs of the Association and the level of donations/support received.

Reserves

The Association's reserves should provide it with adequate financial stability and the means to meet its objectives for the foreseeable future.

The trustees agree to maintain reserves in the General Fund at a level at least equivalent to a year's operational expenditure. The trustees will determine the amount to be transferred once the year end accounts have been agreed.

The Bell Restoration Fund is held to support the maintenance and restoration of towers within the Association. The balance is kept at such a level as to enable grants to be awarded to towers to carry out non routine maintenance and large scale restoration projects. There is currently no reserves policy for this fund. This will also be reviewed on an annual basis.

Approved by the Management Committee	18th October 2020
Revised	September 2021
Approved by Management Committee	26th September 2021
Revised	February 2022
Approved by Management Committee	20th February 2022
Revised	June 2022
Approved by Management Committee	June 2022
Approved by Management Committee	February 2023
Revised	January 2025
Approved by Management Committee	February 2025
Revised	June 2025
Approved by Management Committee	June 2025
Revised	October 2026
Approved by Management Committee	October 2026