



Financial Authorities and Controls

This paper sets out the financial authorities and control procedures that shall apply to The Basingstoke Canal Society Ltd ("BCS" or "the Company"). This document updates and replaces all earlier versions of this document.

Signatories

Disbursements of any kind from bank current accounts or changes to the operation of bank current accounts must require approval by two authorised signatures, with a minimum of three signatories being nominated. In all cases at least one signatory that is signing or otherwise authorising must be a director of the Company. All appointments of signatories and changes to signatories must be approved by the board.

Transfers to and from any Company deposit or investment accounts must only be made to or from a nominated Company bank current account. Transfers from a deposit or investment account to a bank current account shall only require the authority of one signatory, with a minimum of two authorised signatories being appointed.

No bank account shall be opened in the Company's name or for Company purposes without the prior approval of the board.

The Company may operate accounts with PayPal for the purpose of collecting subscriptions, donations and other incomes, but monies so collected should be remitted to Company bank accounts as soon as practicable, and disbursements should not be made from such accounts aside from the settlement to PayPal of commissions and other such PayPal expenses.

Budgets and approval of expenditure

In November or December of each year, the Treasurer shall present to the board the financial budget for the following calendar year. The budget will specify separately expenditure under appropriate headings, together with estimates of each item of expected income. Expenditure shall then only be incurred if it has been budgeted and where it is in line with the budget for the year, and where the cumulative expected expenditure for the year under the relevant budget heading is expected to remain within the authorised budget level.

Expenditure may only be committed to by directors of the Company or by any member who has been appointed by the board to commit to expenditure, which appointment will be minuted. To avoid misunderstandings, authority to commit to expenditure should be communicated in writing. Any director or member proposing to commit to expenditure should do so only with the knowledge and approval of the budget holding director for that category. Such approval can be standing or delegated, and there is no requirement to ensure that new approval is obtained for each and every proposed commitment to expenditure, but it is the responsibility of the budget holder to make appropriate arrangements and to delegate authority such that expenditure is controlled and kept within the budget for the year.

All disposals of the Company's assets must be authorised by the board prior to any commitment being made, such authorisation to be minuted. All sales of products of the Company to third parties must be invoiced to the third party and a copy of the invoice passed to the Treasurer who will record the sale and monitor collection of the amounts due from the third party.

Unbudgeted expenditure of not more than £500 may be committed to with the prior written agreement of the budget holding director and one other director. In exceptional circumstances when time is of the essence, any two of the Chairman, Vice Chairman, Secretary and Treasurer may jointly authorise

unbudgeted expenditure or expenditure in excess of an agreed budget, provided that the sum or excess so authorised does not exceed £3,000 and the authority is subsequently put forward for ratification at the next board meeting and minuted. Should such subsequent ratification not be sought, any of the Chairman, Vice Chairman, Secretary and Treasurer who were party to the exceptional authorisation shall be jointly and severally liable for the expenditure so incurred.

Conflicts of Interests

Any director or other authorised party considering committing to expenditure on behalf of the Company must ensure that they declare, and to the greatest extent possible avoid, any actual or perceived conflict of interest, and ensure compliance with the Company's Conflicts of Interests policy.

Re-imburement of expenditure

Invoices for expenditure presented for payment or reimbursement must be accompanied by a claim in a form approved by the board. The invoice or claim must be signed by the claimant to indicate that the goods or services have been received and are valid obligations of the Company.

Reporting and Records

The Treasurer shall present to the board at least once every three months a financial statement showing the balance sheet and income and expenditure of each activity, with a comparison of each with the previously prepared budgets. The directors will be responsible for reviewing these statements and approving variations from the budget if necessary.

As soon as possible after the financial year end, all directors and other members maintaining ancillary Company bank current accounts shall be required to pass all statements and other records of receipts and disbursements on those accounts for the completed year to the Treasurer. The Treasurer shall, as soon as possible after the year-end, make available all financial records, including those so received, to the examining accountants approved at the preceding Annual General Meeting. The Treasurer shall endeavour to ensure that draft accounts are available for the board to approve prior to the date set for the next Annual General Meeting.

The Treasurer and Secretary shall take all reasonable steps to ensure that the accounts and Trustees' Report are submitted to Companies' House and to The Charity Commissioners in time to meet statutory time limits for their submission.

All directors shall take steps to ensure that the Company's valuable documents and records are backed up and duplicated to ensure their survival in the event of any loss or catastrophe. Duplicate statements of the Company's main bank current account shall also be made available by the Treasurer to another nominated person.

Date of Review: May 2025

Date of Next Review: May 2026