

- Any restricted funds will be used solely for the purpose for which it has been specified by the donor.
- The Treasurer will keep accurate and complete records of all financial transactions which must be available for viewing by Trustees on request.
- A monthly report will be provided by the Treasurer for presentation to the monthly management committee meetings. This report will detail the balances in each bank account and provide key information relating to income and expenditure during the prior month.
- The Treasurer will provide detailed information of all financial transactions to a firm of accountants appointed to prepare annual financial statements.

The annual accounts will be approved by the Management Committee prior to the Annual General Meeting.

An annual report will be made available for the Annual General Meeting.

A copy of the accounts will be forwarded by the Chairman to the Charity Commission each year.

Policy agreed by: Keith Burton

Position: Chairman

Date: 12/9/17.

