

## Financial Policy & Procedure

To be implemented in conjunction with the TransLeeds Expenses Policy

### 1. Basic Policies

1. There are at least two trustees, including the Chairperson and the Treasurer, who are signatories to TransLeeds' bank accounts.
2. Trustees are not and cannot be paid for their services as trustees. They may be paid by TransLeeds for specialist services provided to third parties that are in line with TransLeeds' objectives.
3. All money and assets are used solely to pursue the objectives of TransLeeds as set out in its constitution.
4. Full, accurate accounting records are kept securely for at least seven years.
5. Bank accounts are operated properly and transparently, and cheques are signed by the Chairperson or Treasurer.
6. Cheques are not signed without details of the amount of the payment and the purpose for which it will be spent.
7. All payments are backed up by source documents, such as receipts, invoices or bills.
8. The Treasurer is responsible for keeping TransLeeds accounts in order and will hold all source documents.
9. All grant money is spent in accordance with the terms on which it was awarded.

### 2. Charitable Collections

1. All charitable collection efforts conform with the Code of Fundraising Practice, <https://www.fundraisingregulator.org.uk/code>
2. All persons performing charitable collections are familiar with the Codes of Practice in the Street Fundraising Rulebook [https://ciof.org.uk/loF/media/IOF/Compliance/public-fundraising-rules-for-street-regular-giving-\(1\).pdf](https://ciof.org.uk/loF/media/IOF/Compliance/public-fundraising-rules-for-street-regular-giving-(1).pdf) .
3. All cash collected is stored in a secure container (i.e. a sealed collection box).
4. All persons performing charitable collections are clearly identifiable as a representative of TransLeeds:
  1. They will wear badges with TransLeeds logos and/or wear clothing with TransLeeds logos, and/or have identification cards approved by the Chairperson.
  2. Collection boxes will be clearly labelled with TransLeeds' logo.

### 3. Collection Boxes

1. Collection boxes are the responsibility of the Treasurer.
2. At least two staff members or trustees, including the Treasurer, must be present when collection boxes are opened for cashing up.
3. Security stickers are used on collection boxes after they have been sealed and won't be removed or intentionally damaged until it is time for cashing up.

4. All cash from collection boxes is recorded and swiftly deposited in TransLeeds' bank account without deducting expenses.