

# Nantwich Choral Society

## Financial Control Policy

1. The aim of this policy is to ensure that the society meets the requirements of the charity commission by adopting clear and transparent measures to ensure good management and control of the society's finances.
2. This policy should be formally reviewed by the committee at the start of each financial year and any relevant changes made.
3. This policy is in two parts and covers controls on income and controls on expenditure.

### Part A : Controls on Income

There are four sources of income that are controlled by society members, namely subscription income, income from ticket sales, Christmas raffle income, and the society's lottery, called the 200 Cub.

#### A1 Subscription income

Subscription income is managed by the subscriptions secretary. Subscription levels are set by the committee each year and collected at the start of each year. Members are encouraged to pay by bank transfer or by standing order to minimise the handling of cash. The subscriptions secretary keeps a detailed record of each individual payment and is responsible for paying in cash and cheques to the society's bank account on a timely basis.

The secretary notifies the treasurer on a regular basis of the number of paid-up members and details of cash and cheques paid in. The membership secretary keeps an attendance record of members each week, and these could be used to cross check the number of paid-up members if required.

#### A2 Ticket Income

Ticket Income for concerts is managed by the membership secretary, who issues every member with two numbered tickets for each concert. Members are again encouraged to pay for tickets by cheque or bank transfer rather than cash, and any unsold tickets must be returned to the membership secretary, who keeps a detailed record of tickets sold and monies received. After each concert the membership secretary provides the committee with a spreadsheet which details the number of tickets sold, the size of the audience, and the amount paid in. The treasurer is responsible for checking the amounts received against the records of tickets sold.

The principles remain the same for the two come and sing days, but the procedures are different because these events are open to the public. All participants are required to book and pay in advance; they also have to request any audience tickets required. There is thus a written record of all participants and of audience numbers. Participants also have to register on the day for health and safety reasons, so there is a second written record which can be cross-checked with advance bookings. At the end of each event the event organiser prepares a written report for the committee detailing the number of singers, the audience size, and total monies received. The treasurer is then responsible for checking the amounts received against the records of tickets sold to participants and audience members.

#### A3 Christmas raffle income

Procedures here are essentially the same as those outlined in paragraph A2 above. The membership secretary issues raffle tickets to members and pays in monies received from the sale

of the tickets. All ticket stubs are retained by the secretary for inspection, together with details of the prize winners.

A4 200 club income

The society's lottery is run by two members and operates from a separate bank account. As with other incomes, 200 club members are encouraged to pay by cheque or standing order. Receipts are given for every payment made by a club member, and similarly the monthly prize winners also sign a receipt for their winnings. Accounts for the 200 club are subject to audit by the Treasurer or other officer each year.

## **Part B: Controls on Expenditure**

- B1 The society has 4 bank accounts, 3 of which are savings accounts and 1 is the working current account. The 2 smaller savings accounts have 3 authorised signatories, whilst the 2 larger HSBC accounts have 6 authorised signatories. The maximum expenditure for any 1 signatory is £2000; larger amounts require 2 signatures. Copies of HSBC bank statements go to the treasurer and the subscriptions secretary.
- B2 Monthly payments to the Director of Music and to the accompanist, together with one-off payments to choir members and visiting professional musicians, are all made by cheque or bank transfer and backed with a numbered written receipt.
- B3 Payments to external bodies for services such as venue hire, printing etc are made wherever possible by bank transfer and backed by a numbered remittance advice.
- B4 All payments can thus be matched on the bank statements to written receipts.
- B5 Summaries of the concert accounts and the income and expenditure accounts are provided to members in advance of the AGM so that members may ask any questions they wish.
- B6 All accounting records, including bank statements, invoices and receipts are submitted to an accountancy firm for independent examination, in accordance with charity commission requirements. Copies of the independent examiners report is made available to members for their scrutiny.

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