

Financial Regulations (Charity)

The Poor's Allotments & Recreation Ground Charities

Managed by Cold Ash Parish Council as Sole Corporate Trustee

1. General

1.1 These Financial Regulations govern the financial management of **The Poor's Allotments & Recreation Ground Charities ("the Charity")**.

1.2 Cold Ash Parish Council ("the Council") acts as **Sole Corporate Trustee** of the Charity and shall manage its affairs in accordance with:

- Charity law and Charity Commission guidance
- The Charity's Governing Document
- These Financial Regulations

1.3 When acting as Trustee, the Council must:

- Act solely in the **best interests of the Charity**
 - Ensure charity business is clearly **separate from Council business**
 - Record decisions in properly constituted meetings, clearly identified as **Trustee decisions**
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2. Accounting and Audit

2.1 The Charity's finances shall be **kept separate from those of the Council** and shall not form part of the Council's AGAR return.

2.2 The Charity shall maintain adequate accounting records, including:

- A cashbook or equivalent accounting record
- Supporting documentation (invoices, receipts, vouchers)
- Bank statements

2.3 Accounts shall be prepared annually in accordance with applicable Charity Commission requirements for small charities.

2.4 The accounts shall be:

- Considered and approved by the Council acting as Trustee
 - Submitted to the Charity Commission where required
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3. Annual Estimates (Budget)

3.1 The Council, acting as Trustee, shall approve an **annual estimate of income and expenditure** for the Charity.

3.2 Budgetary control shall be exercised by regular review of income and expenditure against the approved estimate.

4. Banking Arrangements

4.1 The Charity's funds shall be held in a:

- Separate bank account in the Charity's name, or
- Clearly designated Trustee account

4.2 The bank mandate shall be approved by the Council acting as Trustee and shall include **at least two authorised signatories**.

4.3 Cheques or electronic payments shall require appropriate authorisation in accordance with these regulations.

5. Receipts of Income

5.1 All income due to the Charity shall be:

- Promptly recorded
 - Banked intact and without undue delay
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6. Orders for Work, Goods and Services

6.1 An official order or formal approval shall be issued for all work, goods, or services unless:

- The value is small (less than £100) and/or routine, and
- Approval is given in accordance with delegated authority

6.2 All expenditure must:

- Be consistent with the Charity's purposes
- Represent proper use of charitable funds

6.3 Any new contract or agreement shall require approval by the Council acting as Trustee.

6.4 Renewals or extensions of existing contracts shall:

- Be reviewed before renewal,
- Consider performance, cost, and continued suitability, and
- Be formally authorised by the Council acting as Trustee.

6.5 Where practical, competitive quotations shall be sought in accordance with good financial practice.

7. Payments of Accounts

7.1 All payments shall be:

- Supported by an invoice or appropriate documentation
- Examined, verified, and authorised prior to payment

7.2 Payments shall be authorised by the Council acting as Trustee or under delegated authority.

7.3 As a guide:

- Routine payments may be authorised by the Clerk/RFO under delegation
- Significant or non-routine payments require formal Trustee approval

7.4 Payments shall be made by:

- Bank transfer
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8. Internal Controls

8.1 The Council as Trustee shall ensure that an adequate system of internal control is maintained, including:

- Separation of duties where possible
- Regular reconciliation of bank accounts
- Periodic reporting to the Council acting as Trustee

8.2 The Clerk/RFO shall:

- Maintain the Charity's financial records
 - Prepare financial reports as required
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9. Risk Management

9.1 The Council shall undertake appropriate financial risk assessments in relation to the Charity.

9.2 Particular attention shall be given to:

- Safeguarding of cash and assets
 - Prevention of fraud
 - Proper authorisation of transactions
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10. Assets

10.1 The Clerk/RFO shall maintain a record of any material assets belonging to the Charity.

10.2 Assets shall:

- Be used only for charitable purposes
 - Not be disposed of without proper trustee approval
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11. Reserves

11.1 The Council, acting as Trustee, shall review the level of reserves held by the Charity periodically.

11.2 Reserves should be:

- Appropriate to the Charity's needs
 - Justified in the context of planned activities and risks
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12. Expenses and Trustee Payments

12.1 Members of the Council acting as trustees may claim:

- Reasonable out-of-pocket expenses incurred in carrying out Charity duties

12.2 Any other payments to trustees must:

- Be expressly permitted by the Charity's governing document
 - Comply with charity law
 - Be approved and recorded with any conflicts of interest properly managed
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13. Transparency and Accountability

13.1 The Council as Trustee shall ensure transparency in the administration of the Charity by:

- Clearly identifying trustee business in agendas and minutes
- Making information available where appropriate

13.2 The distinction between:

- The Council's statutory functions, and
 - Its role as charity trustee must be maintained at all times.
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14. Fraud and Irregularities

14.1 Any suspected financial irregularity shall be reported immediately to the Council as Trustee.

- 14.2 Serious incidents shall be reported to The Charity Commission where required
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15. Review of Regulations

15.1 These Financial Regulations shall be reviewed:

- At least every three years, or
 - Earlier if required by changes in legislation or guidance
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16. Adoption

These Financial Regulations were adopted by:

Cold Ash Parish Council acting as Sole Corporate Trustee of The Poor's Allotments & Recreation Ground Charities

Date: 27.7.2026