

Tilehurst Junior Youth Club

Finance Policy

Purpose

To set out the Steering Groups responsibilities in controlling and monitoring the finances of the Junior Youth Club.

Membership

The Steering Group will include two representatives from the Centres Management Committee, two representatives from Junior Club Voluntary Staff Team, one person from the Community and any co-options deemed necessary to fulfill its task. The Centre Manager and Junior Youth Club Worker will attend these meetings as reporting officers.

Meetings

The Junior Club Steering Group will meet as required until the AGM when this policy will be reviewed.

Members Subscriptions

The level of subscriptions will be agreed by the Junior Club Steering Group.

Income and Expenditure

Main Account

Signatories to the Main account will comprise:

- 3 members of the steering group to include the Chair, Treasurer and one committee member.
- The Youth Club Co-ordinator

Any two to sign

Income

All income will be paid into the main account

Expenditure

Funds will be used to pay for items to support the Junior Club Programme within the budget approved by the Steering Group.

Payments in connection with the above will be delegated to Junior Youth Club Co-ordinator up to a level of £300 per item.

Any single item of capital expenditure over £300 will be approved in advance by the Steering Group.

The Chair will be able to make decisions in cases of urgency.

Funds raised by staff and members will be added to the youth club budget and expenditure agreed by the Steering Group.

Petty Cash

A float will be held by the Junior Club Co-ordinator and expenditure from this fund will be reimbursed by the Treasurer on the production of receipts or petty cash slips which have been duly countersigned. The level of float to be agreed by the Junior Club Steering Group.

Funds can be collected from the bank by the Treasurer or the Junior Club Co-ordinator.

Activities Account

Two to sign. Signatories to the Activities account will comprise:

One from either the Treasurer ; the Junior Club Co-ordinator.

and

One from up to three voluntary staff from the Junior Youth Club.

Income

Funds will be transferred from the main account up as required.

Expenditure

Funds can be used in connection with:

Expenditure incurred when activities are being undertaken off site.

Coffee Bar Stock

Any other purchase approved by the Steering Group.

Fund Raising

Requests for funding from outside bodies is the responsibility of the Junior Club Co-ordinator. Applications to new charitable trusts will be reported to the Junior Club Steering Group at their next meeting.

Audited Accounts

End of year accounts will be inspected in line with charity commissioners guidelines. will be completed within six months of the end of the financial year.

Agreed 5th March 1999