

## **SWAAG Financial Authorities and Controls**

All financial authority for SWAAG resides jointly with the Charity Trustees. The Charity Trustees may choose to delegate to groups of SWAAG members and to individual SWAAG members (including Charity Trustees) aspects of that financial authority.

This policy sets out such general financial authorities as have been so delegated. Note that these levels of delegation may, at the discretion of the Charity Trustees, be overridden for specific projects and budgets; any such variations will be minuted at a meeting of the Charity Trustees and a separate record maintained by the Treasurer.

### **COMMITMENTS**

1. The Chairman, Treasurer and Secretary may each spend/commit SWAAG funds up to a maximum of £25 per transaction to an aggregate maximum budget of £100 for routine items such as postage, stationery, and other minor commitments deemed necessary to facilitate SWAAG activities. Each commitment shall be reported by the Chairman, Treasurer and Secretary as appropriate at the Charity Trustees' meeting next following any such commitments and at that meeting their respective budgets may be reset to zero.
2. Commitments of SWAAG funds exceeding £25 by the Chairman, Treasurer and Secretary, and any commitments by all other Charity Trustees, and SWAAG members, shall only be made following approval of a budget allocation for a specific purpose at a meeting of the Charity Trustees.

### **SETTLEMENT OF INVOICES AND CLAIMS**

3. Third Party Invoices and claims for reimbursement of expenditures not exceeding £250, from Charity Trustees, SWAAG members, and including the Chairman, Treasurer and Secretary, may be settled by the Treasurer providing the invoice/claim is all or part of a budget allocation approved at a meeting of Charity Trustees.
4. Third Party Invoices and claims for reimbursement of expenditures exceeding £250, from Charity Trustees and SWAAG members, and including the Chairman, Treasurer and Secretary, may be settled by the Treasurer subject to the invoice/claim being endorsed by two other Charity Trustees and it being all or part of a budget allocation approved at a meeting of Charity Trustees.
5. Charity Trustees and SWAAG members may submit, using the approved Claim Form, claims for miscellaneous expenses including mileage incurred whilst on official SWAAG business. Mileage claims shall be at the rate approved from time to time by the Charity Trustees.
6. Claims submitted in accordance with Clause 5 and not exceeding £250 may be approved and settled by the Treasurer. Claims exceeding £250 may be settled by the Treasurer subject to the Claim Form being first approved by two other Charity Trustees.
7. All claims for reimbursement of expenditures should be accompanied by receipts for that expenditure.

8. A Charity Trustee, other than the Treasurer, shall not pay, or authorise any payment, to him or herself.

9. Third Party Invoices consequent on commitments made by the Treasurer and reimbursements of claims for expenditures made by the Treasurer may be settled by the Treasurer in accordance with the clauses 3 through 7 providing that the invoices and claims are first endorsed by two other Charity Trustees.

## **BANKING**

10. The Charity Trustees will establish a register of SWAAG members who are authorised to operate the SWAAG bank account(s) and to sign cheques drawn on those accounts. This register will be reviewed at least once each year.

11. Subject to the financial limits and necessary approvals set out in clauses 1 and 2 above, the Treasurer is authorised to commit and pay SWAAG funds online using a debit card drawn on the SWAAG, CAF Cash Account.

12. Subject to clauses 1 through 9, above, invoices and claims for reimbursement may be settled by bank transfer by the Treasurer, or by a cheque signed by any two of the Charity Trustee approved authorised signatories.

13. Individual Charity Trustees do not have authority to open bank accounts in SWAAG's name. Any proposal to open bank accounts must first be approved at a meeting of the Charity Trustees.

14. The Treasurer has full authority to move funds between SWAAG accounts.

## **CASH**

15. Whenever cash is collected (e.g. on walks, digs, etc) it should be counted by at least two SWAAG members and a statement of account, signed by both of those persons, provided to the Treasurer. Note that the statement should reflect the gross cash and not have expenditures netted off. Cash expenditures should be recorded separately and invoices provided whenever possible.

## **GENERAL**

16. Such Financial Authorities as are delegated under this document shall not without prior approval at a meeting of Charity Trustees be delegated further.

17. These Financial Authorities and Controls shall be reviewed by the Charity Trustees;

- at least annually; and
- in the event that miscellaneous expense and mileage claims made in accordance with clause 5 reach or exceed £750 in aggregate or £250 for any individual; and
- whenever there is perceived to be a need for change.

These Financial Authorities and Controls were reviewed and approved by the SWAAG Charity Trustees at their meeting on 19 May 2025

Signed RM Flint

Name Rod Flint

Position. Secretary

Date 19 May 2025