The Order of St George Charitable Trust

Charity Name

The United Kingdom Grand Priory of the International Knightly Order Valiant of St George

Charity Number 1137397

BM The Order of St. George, London WC1N 3XX

The Order of St George

The International Knightly Order Valiant of St George United Kingdom Grand Priory.

BM The Order of St. George, London WC1N 3XX

Financial Controls Policy

Contents

This policy supersedes any other policies, protocols, procedures or actions written or otherwise that the Charitable Trust and the Order applied or adopted in relation to financial controls prior to the approval date.

This policy applies equally to the charitable trust of The United Kingdom Grand Priory of The International Knightly Order Valiant of St George (the Charitable Trust) and The International Knightly Order Valiant of St George United Kingdom Grand Priory (the Order)

Compiled by – The Deputy Grand Prior of the International Knightly Order Valiant of St George United Kingdom Grand Priory (The Order)

Membership, Policies Protocols and Procedures.

Reviewed by the Board of Trustees and the UK Grand Priory.

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Financial Controls Policy

*The term **'Charitable Trust'** refer to the charitable trust of The United Kingdom Grand Priory of the International Knightly Order Valiant of St George.

The terms **'Order' and 'Grand Priory' refer to the International Knightly Order Valiant of St George United Kingdom Grand Priory.

Each part of this policy refers to the Charitable Trust and the Order unless specified as a separate statement.

1. Financial Records and Accounts

1.1 Financial records must be kept so that the Charitable Trust and the Order meet their legal and other statutory obligations, such as Charity Acts, His Majesty's Revenue & Customs and common law.

1.2 There must be a clear separation (two distinct accounting methods) between the funds of the Associated Charitable Trust and those of the Grand Priory.

1.2.2 This means that there must be a distinct separation between income that is raised by the Charitable Trust for charitable purposes and any income used to maintain the Grand Priory and any expenses it incurs to run and maintain the Grand Priory.

1.2.3 The funds of the Grand Priory are those of the Grand Priory and not those of the Charitable Trust. The Trustees cannot annex or 'take' the funds of the Grand Priory or subsume them within its own accounting as if it was the funds of the Charitable Trust's.

1.2.4 Members of the Grand Magistery, who are trustees of the Charitable Trust, cannot use their position to transfer money from the Grand Priory without first obtaining the approval of the Grand Prior through the Grand Council and the treasurer of the Order and the Trust if separate or one of the same that funds are available.

1.2.5 In special circumstances, the Chair of the Charitable Trust may, after consultation with the treasurer, allocate up to £500 (in total) each year from the funds of the Trust to causes of their choice *that reflect or support the work of the Trust, without seeking approval of the Trustees. The allocation of each and every transaction must be properly accounted for and recorded in line with accounting requirements.*

1.2.6 In special circumstances, the Grand Prior may, after consultation with the treasure, allocate up to £500 (in total) each year from the operational funds of the Order to causes of his choice that reflect or support the work of the Order or the Charitable Trust, without seeking approval of the Grand Council. The allocation of each and every transaction must be properly accounted for and recorded in line with accounting requirements.

1.3 The Finance Policy, along with the Fundraising Policy includes the areas that MUST be reported through the Trustees to the Charity Commission and to the members of the Grand Priory.

1.4 The Trustees will ensure that they have proper financial control of the Charitable Trust.

1.5 The Grand Council of the Order will ensure that they have proper financial control of the Grand Priory.

1.6 The Trustees will ensure that the Charitable Trust can meet any contractual obligations and requirements of funders.

1.8 The separate 'books' or the methods used by the Charitable Trust and by the Order for accounting must include:

a) A cashbook analysing all the transactions appearing on the bank account(s)

b) A petty cash book if cash payments are being made.

1.9 Inland Revenue deduction cards P11 (if registered for PAYE)

1.10 Accounts must be drawn up at the end of each financial year, within 3 months of the financial year end and presented to the next Annual General Meeting (AGM).

1.11 Prior to the start of each financial year, the Trustees will approve a budgeted income and expenditure account for the following year relevant to the Charitable Trust. The budgeted income will have been prepared by their treasurer.

1.12 Prior to the start of each financial year, the Grand Council will approve a budgeted income and expenditure account for the following year relevant to the Order prepared by their treasurer. This will enable the Grand Council to ensure the efficient and effective financial management of the Order in meeting its obligations to the members.

1.13 A report by the Charitable Trust's treasurer comparing actual income and expenditure with the budget should be presented to the trustees in advance, every three months or whenever meetings take place.

1.14 A report by the Order's treasurer comparing actual income and expenditure with the budget should be presented to the Grand Council in advance whenever meetings of the Grand Council take place.

1.15 The Charitable Trust will appoint an appropriately qualified examiner to examine the accounts before presentation to the Charity Commission and prior to the next AGM.

1.16 Similarly, the Grand Council will ensure that the accounts of the Order are properly examined before presentation to the members each year.

1.17 At each of the meetings of the Trustees, and the meetings of the Grand Priory through the Grand Council meetings, financial reports must be circulated in advance by the appropriate treasurer and show the clear breakdown of income and expenditure.

1.17.1 Where a treasurer consistently fails to provide acceptable financial reports at meetings and on request, the Grand Prior or Chair of the Charitable Trust (as relevant) must initiate a formal review.

1.18 Financial reports should be in written form to enable records to be maintained and for reference as and when needed.

1.19 The Charitable Trust and the Order should ideally have their own appointed treasurers to avoid any conflict of interest between the moneys raised by the Order and the moneys used by the Charitable Trust for its charitable purposes.

1.20 The treasurers should work closely together through liaison with the Grand Secretary General who is the bridge between the trustees of Charitable Trust's and the Grand Magistery.

1.21 Where the treasurer of the Charitable Trust and of the Order are the same person, their compliance with this policy, in regard to each statement, protocols and procedures, must be adhered to at all times.

1.21 The treasurer of the Charitable Trust is appointed by the Trustees and is accountable to them.

1.22 The treasurer of the UK Grand Priory of the Order is appointed by the Grand Prior through consultation with the Grand Council and is accountable to them and the members of the Grand Priory.

1.23 Where the appointment of a new treasurer for either the charitable trust or the Order is necessary, the views and advice of the treasurer of either the charitable trust or the Order, who will be remaining in post, will be sought as appropriate.

1.24 Treasurers must have a proven background in sound financial management.

2. Banking

2.1 The Charitable Trust will bank with:

Barclays Bank. Croydon 3 Leicester, Leicestershire LE87 2BB
Sort code: 20-70-15
Account number: 50666696

The Account Name is: - TRUSTEES OF THE UNITED KINGDOM GRAND PRIORY OF ST GEORGE NUMBER TWO ACCOUNT

For overseas income, the details are:

SWIFT BIC is BUKBGB22 IBAN GB78 BUKB 2070 1550 6666 96.
The full name of the account is TRUSTEES OF THE UNITED KINGDOM GRAND PRIORY OF ST GEORGE NUMBER TWO ACCOUNT

2.2 The following accounts will also be maintained:

a) Charity Account No 1

b) Charity Investment Account

c) An account for income raised through activities held under the name of the Order and its Commanderies and Encampments or any active group within the Order.

Currently this is:

National Westminster Bank, Strand, London

Sort Code: 60-40-05

Account Number: 41221699

Account Name: The Order of St George

2.3 The bank mandate (list of people who can sign cheques on the Charitable Trust's behalf or authorise the transfer of funds) must always be approved and minutes recorded in writing by the trustees; as will any changes to it.

2.4 The treasurer of the Charitable Trust and the Order will require the bank(s) to provide statements every month and these will be reconciled with the cash book at least every three months. The treasurer will spot check that this reconciliation has been done at least twice a year, signing the cash book accordingly.

2.5 The Charitable Trust will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the Trustees.

2.6 The Order will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the Grand Council.

3 Income

3.1 All monies received will be recorded promptly in the cash analysis book and banked without delay (this includes sundry receipts such as payment for telephone calls, photocopying etc.). The Charitable Trust and the Order will maintain files of documentation to back this up.

4 Payments (expenditure)

4.1 The aim is to ensure that all expenditure is properly authorised and that this can be demonstrated. The latest approved budget(s) provides the cheque signatories with authority to spend up to the budgeted expenditure, not beyond it.

4.2 The treasurers will be responsible for holding the cheque books (including unused and partly used cheque books) which should be kept under lock and key.

4.3 Blank cheques will NEVER be signed.

4.4 The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.

4.5 No cheques should be signed without original documentation (see below).

5 Documentation

5.1 Any payment out will be evidenced by an original invoice (never against a supplier's statement or final demand) and a record of the method of payment. That original invoice will be retained and filed by the treasurer. If payments are made by cheque, the cheque signatory should ensure that it is referenced with:

Cheque number

Date cheque drawn

Amount of cheque

5.2 The only exceptions to payments or cheques not being supported by an original invoice are Items such as advanced booking fees for a future course, deposit for a venue, VAT, etc. For payments by cheque, a cheque requisition form will be used and a photocopy of the cheque kept.

5.3 Wages and Salaries. The Charitable Trust or the Order do not currently pay wages or salaries. The trustees are all volunteers, as are members of the Order with specific responsibilities.

5.4 Petty cash will always be maintained on the imprest system whereby any person appointed by the Trustees or the Grand Council has a float to an amount agreed in advance. When that is more or less expended, a cheque will be drawn for sufficient funds to bring up the float to the agreed sum, the cheque being supported by a complete set of expenditure vouchers, totalling the required amount, analysed as required.

5.5 Expenses / allowances. The Charitable Trust will, if it is agreed beforehand, reimburse expenditure paid for personally by any trustee or members of the Order providing:

a) Fares are evidenced by tickets.

b) Other expenditure is evidenced by original receipts.

c) Car mileage is based on local authority scales.

d) No cheque signatory signs for the payment of expenses to themselves.

6 Financial Commitments

The preferred payment method will be through BACS or another secure payment method approved by the trustees. However, if it is necessary to pay using a cheque:-

6.1 Each cheque will be signed by an authorised person.

6.2 A cheque must not be signed by the person to whom it is payable (the Trustees and the Grand Council will ensure there are enough signatories on the bank mandate and keep this up-to-date)

6.3 The Charitable Trust and the Order do not accept liability for any financial commitment, unless properly authorised. Any orders placed or undertakings given must be authorised and minuted by the trustees for the Charitable Trust and the Grand Council for the Order.

6.4 In exceptional circumstances such undertakings can be made with the approval of the Chair of the Charitable Trust or the Grand Prior who must then provide full details to the next meeting of the Trustees or the Grand Council. (This covers such items as the new service contracts, equipment, purchases and hire).

6.5 All fundraising and grant applications undertaken on behalf of the Charitable Trust will be done in the name of the Charity with the prior approval of the trustees or in urgent situations the approval of the Chair, who must provide full details to the next trustee's meeting.

6.6 The Charitable Trust and the Order will adhere to good practice in relation to their finances at all times, e.g. when relevant it will set up and maintain a fixed asset register stating the date of purchase, cost, serial numbers and normal location of assets. Additionally the Charitable Trust and the Order will maintain property records of items of significant value, with an appropriate record of their use and by whom.

7 Moneys linked to Commandery and Encampments.

7.1 The Charitable Trust's charitable work is mostly supported through the work of the members of the Order.

7.2 The Grand Council of the Grand Priory and the Trustees of the Charitable Trust, have agreed that any moneys raised by a Commandery or Encampment is split in an agreed percentage between the Charitable Trust and the Commandery or Encampment. This has been agreed so that a Commandery or Encampment can support its own charitable work, within its geographical area, as well as supporting the charitable work of the Charitable Trust.

7.3 The percentage split agreed in advance between the Charitable Trust and the Grand Priory, prior to any activity, will be recorded by the treasurer representing the trustees and the Grand Secretary General, representing the Order.

7.4 Neither the Trustees nor the senior officers of a Commandery or Encampment, individually or collectively, can impose a percentage split. It must be mutually agreed or the activity must not take place.

7.5 The administration of a Commandery or Encampment's finances must comply with the Fundraising Policy of the Charitable Trust and the Order (which is the same) and involve proper accounting, recording and reporting methods.

7.6 Each Commandery or Encampment must have a bank account and appoint a treasurer who will report, through the senior officers of the Commandery or Encampment, to the treasurer of the Grand Priory.

7.7 Where a Commandery or Encampment does not have a treasurer, all financial matters must be managed through the treasurer of the Grand Priory.

7.8 Commandery and Encampments can only maintain their own bank accounts with the approval of the Grand Prior. Approval must be given in advance and not retrospectively. All approvals will be registered through the Grand Secretary General.

8 General Data Protection Regulations – applicable to the Charitable Trust and the Order.

8.1 At all times, the Charitable Trust and the Order must ensure that they comply with GDPR (EU and UK) and ensure that any sharing or information on a data subject or data subjects is with the approval of the data subject or data subjects and obtained solely through the Data Controller.

8.2 Where data sharing has been agreed and approved it is kept to the absolute minimum in compliance with GDPR.

Detail can be found in the GDPR policy of the Charitable Trust and the Order.

9 Associated Policies of the Charitable Trust and the Order

i. Fundraising Policy
ii. GDPR Policy
iii. Code of Conduct Policy
iv. Complaints Policy
v. Speaking up Policy
vi. Safeguarding Policy