



Reading Football Supporters' Society Limited,
 Registered Office: c/o Vale & West, Victoria House
 26 Queen Victoria Street, Reading. RG1 1TG.

www.star-reading.org

FINANCE POLICY

Date of Review	Reason for review	Amendments
12/05/2015	New Policy Approved	None
18/05/2016	Periodic Review	Minor changes to format
08/06/2017	Periodic Review	Small addition to para. 3.2.
12/07/2018	Periodic Review	Additional paras. 9 and 10
09/01/2019	Periodic Review	Revised or new Paras. 3.4., 5.1., 5.2., 6.1.

1.0 Introduction

This document is drafted in accordance with the Rules of Reading Football Supporters' Society Limited and sets out the Finance Policy adopted pursuant to a resolution of the Society Board at a meeting held on 12th May 2015 and was approved by the membership at the Annual General Meeting on 3rd September 2015.

The purpose of this policy is to ensure that:

- 1.1 a culture of prudence, governance and control over the Society's funds is promoted.
- 1.2 a framework encompassing the level of authority required for sanctioning expenditure coupled with requirements for obtaining quotations and tenders for the purchase of goods and services is maintained. The authority levels and requirements are shown in Annexe 1 to this policy.
- 1.3 The Society's accounts are maintained, scrutinised and its financial affairs are audited.
- 1.4 Members, Society Board Members and Co-opted Members undertaking duties and activities on behalf of the Society are able to be reimbursed for any personal expenditure incurred in undertaking such duties and activities.

2.0 Definitions

2.1 Definitions of the terms used in this policy are laid out in a separate Definition of Terms document which should be read in conjunction with this policy.

3.0 Bank Accounts

3.1 The Society shall maintain necessary bank accounts to ensure that it can conduct all of its business efficiently and effectively, whilst also ensuring that the Society's funds are adequately protected from incurring unnecessary bank charges and overdraft interest. For the avoidance of doubt no bank borrowing is permitted without the express prior consent of the Society's Board.

3.2 The Society shall maintain a separate bank account for small revenue and emergency expenditure of up to £1000. The bank account should be structured to ease the purchase of goods, equipment and services for the Society and provide a means of obtaining funds in the event of an emergency. Such an emergency may include incidents that arise during away coach travel. The credit balance of this account is to be maintained by the Treasurer at no more than £1000 plus planned expenditure. Other than expenditure incurred in the event of an emergency all expenditure using this bank account must be:

3.2.1 authorised in advance of the expenditure being incurred in accordance with Annexe 1;

3.2.2 advised to the Treasurer; and

3.2.3 reported to the Society Board in accordance with paragraphs 4.3 and 5.1.6.

Expenditure incurred in the event of an emergency must be advised to the Treasurer within 24 hours of the expenditure being incurred.

3.3 Other than on any bank account held for revenue or emergency expenditure of up to £1000 as specified in paragraph 3.2 the Society shall maintain in force bank mandates which require that any cheque issued by the Society or authority to the bank to pay away funds must bear the signature of, or be authorised by two Officers of the Society.

3.4 Debit cards can be issued to bank signatories and the Operations Manager for expenditure as specified in 3.2 above.

4.0 General Provisions

4.1 All money collected on behalf of the Society must be either forwarded to the Treasurer for entry into the Society's Bank Account or deposited in Society's Bank Account with the consent of the Treasurer and a receipt provided to the Treasurer as soon as reasonably practicable. There will be no exception to this rule.

4.2 A duly appointed receiver or manager of the whole or part of the Society's property may assume such powers of the Society Board as he or she considers necessary to carry out his or her duties under the instrument of appointment.

4.3 Officers of the Society have the delegated authority to authorise revenue expenditure of up to £1000 on any single item, in accordance with Annexe 1, but they must inform the Society Board of the amounts paid out.

4.4 All cash donations and payments taken must be recorded on a form approved by the Treasurer and as advised by the Society's Auditor.

5.0 Finance Report

5.1 The STAR Treasurer will prepare an annual Budget for the year to the following 30th June and present it to the second Board Meeting following the AGM (normally in October) for approval. Such Budget will be subject to review once the annual planning meeting has taken place to take into account the decisions taken. The Budget will be presented alongside the actual figures on each monthly Board finance report to facilitate monitoring.

5.2 The Treasurer shall submit a monthly report to the Society's Board for discussion at the next Society Board Meeting. The report shall be dated for the last day of the preceding month and shall disclose:

5.1.1 Income and expenditure for the year to date in the form of an Income and Expenditure account with a detailed summary of expenditure;

5.1.2 Details of debtors and creditors with an age profile;

5.1.3 Outstanding cheques and bills to be paid;

5.1.4 The balance of all bank accounts supported, where possible, with copies of the bank statement(s);

5.1.5 Details of the acquisition or disposal of the Society's Assets;

5.1.6 Revenue expenditure of up to £1000 on single items authorised by the Officers of the Society.

5.1.7 A Declaration of Expenses incurred by members.

5.1.8 The annual Budget as per 5.1 above.

6.0 Financial Audit

6.1 A qualified auditor under Section 83 of the Co-operative and Community Benefit Societies Act 2014 and Section 485 of the Companies Act 2006 must be appointed to audit the Society's accounts and a balance sheet for each financial year.

6.2 The Society Board will in respect of each year of account ending on 30 June cause to be prepared for audit:

6.2.1 a revenue account or revenue accounts which:

6.2.1.1 deals with the affairs of the Society and any subsidiary company or society as a whole for that year; and

6.2.1.2 gives a true and fair view of the income and expenditure of the Society and any subsidiary company or society for that year;

6.2.2 a balance sheet giving a true and fair view of the state of the affairs of the Society and any subsidiary company or society at that date.

6.3 The auditor shall make a report to the Society on the accounts examined by them and on the revenue account or accounts and the balance sheet of the Society for the year in question which shall be presented to the Society's AGM.

7.0 Investment and Borrowing

7.1 The funds of the Society may, to the extent permitted by the law for the time being in force and with the authority of the Society Board, be invested:

7.1.1 in the shares of any company or society;

7.1.2 in any manner expressly authorised by the Act;

but are not to be invested otherwise.

7.2 The Society may borrow money on such terms as the Society Board shall authorise save that any borrowing that would require a significant proportion of the Society's turnover to be apportioned to repaying such borrowing, or that would use the assets of the Society (and/or any subsidiaries) as security for such borrowing, shall require the approval of the Society in general meeting

8.0 Travel, Subsistence and Expenses

8.1 The Society recognises that Members, Society Board Members and Co-opted Members may incur expenses in connection with their attendance at meetings or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Society and should be reimbursed accordingly.

8.2 It is not envisaged that Members, Society Board Members and Co-opted Members will claim for travel or subsistence for attendance at meetings taking place in the Reading area (unless not claiming is a barrier to their attendance). For the avoidance of doubt no travel or subsistence will be reimbursed for attendance at Society general meetings, social events and Fans' Forums arranged under the auspices of the Society.

8.3 The Treasurer has the authority to reimburse any reasonable expenses incurred (subject to the amounts stipulated in paragraph 8.6) by Members, Society Board Members and Co-opted Members without the consent of the Society Board, but they must inform the Society Board of the amounts paid out.

8.4 An item "Declaration of Expenses" will form part of the Treasurer's report for each Society Board meeting. The Treasurer may only authorise the payment of expenses that have been or will be declared at a Society Board Meeting.

8.5 The Treasurer will devise an Expenses Claim Form for Members, Society Board Members and Co-opted Members to complete and submit together with receipts, (where appropriate) when claiming reimbursement of expenses.

8.6 The Society expects Members, Society Board Members and Co-opted Members to adopt a pragmatic approach to travelling, weighing up costs against the practicalities of the various methods of travel (including car sharing).

8.7 The rates that can be claimed for Travel and Subsistence are as follows:

8.7.1 Rail travel will be reimbursed at the cost of a standard class ticket. It is envisaged that, in most instances, it will be possible to purchase "Advance" tickets.

8.7.2 In the event that a personal vehicle is used for travel mileage will be reimbursed at a rate £0.45 per mile travelled between home and the venue and return.

8.7.3 Parking, congestion charge fees and tolls will be reimbursed against receipts.

8.7.4 The cost of meals will be reimbursed against receipts to the following maximum amounts:

8.7.4.1 Breakfast (when away from home before 7.30 a.m.) £10.00;

8.7.4.2 Lunch (where not provided) £7.50;

8.7.4.3 Evening meal (if away from home overnight and not provided) £20.00.

8.7.5 It is anticipated that hotel accommodation will be on a "Bed and Breakfast" basis and will be reimbursed against receipts at a maximum a rate of £75.00 per night. If hotel accommodation is on a "Room Only" basis the maximum that can be reimbursed is £65.00 per night.

8.7.6 A daily amount for sundry expenses of £5.00 can be claimed against receipts for every day that a Member, Society Board Member or Co-opted Member is away from home after the first day.

9.0 Other Revenue Expenditure, Capital Expenditure and Donations

9.1 Approval and Authority Levels are covered within Annexe 1.

It is recognised that it is not always possible to obtain the minimum number of quotes required due to particular circumstances, e.g. fewer suppliers being available. In these circumstances, unless the expenditure requires Board approval anyway, it must be approved by the Board.

9.2 STAR's detailed policies relating to Donations are covered within the Donations Policy document.

10.0 This Policy will be reviewed annually by STAR's Board, but members may call for it to be reviewed at any time by contacting the Secretary.

STAR - Finance Policy Authority Levels and Requirements Table

Type of Expenditure		Approval Required
Revenue Expenditure		
£0 - £1000	No quote required	1 Officer
£1001 - £5000 ⁽ⁱ⁾	Telephone or email quote from 3 suppliers ⁽ⁱⁱ⁾	2 Officers (one normally the Treasurer)
£5001 - £24999 ⁽ⁱ⁾	Written quote from a minimum of 3 suppliers	
£25000+	Tender - invitations to be sent to a minimum of 3 suppliers	Board Decision
Capital Expenditure		
£1001 - £24999 ⁽ⁱⁱⁱ⁾	Written quote from a minimum of 3 suppliers	Board Decision
£25000+	Tender – invitations to be sent to a minimum of 3 suppliers	
Donations		
£0 - £1000	Request from either a STAR member or a 3rd party.	Board Decision (Secretary to confirm that the donation is within the Society's objects)
£1001+	Formal proposal to the Board by a Board member following receipt of a written request from a STAR member or 3rd Party (to include a business case or showing the extent of the benefit of the requested donation)	
Notes		
<p>(i) For Revenue expenditure of up to and including £5000, on occasions where it is not deemed practicable to obtain 3 quotations, 2 quotations will be acceptable if authorised by 2 Officers (one normally the Treasurer) at the time and ratified by the Board subsequently.</p> <p>(ii) A written note specifying from whom telephone quotations were obtained, the amounts of the quotations and the dates that they were obtained to be attached to the payment voucher.</p> <p>(iii) Any expenditure of up to and including £1000 (excluding donations) is deemed to be Revenue expenditure.</p> <p>(iv) If the minimum number of quotes required cannot be obtained, the expenditure must be approved by the Board.</p>		