

COMBE MILL SOCIETY



FINANCIAL POLICY & PROCEDURES MANUAL

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Register

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Approvals

Name of Director	Signature of Director	Issue Approved

Our Financial Policy & Procedures Manual will, as far as reasonably practicable, be reviewed every twelve months or whenever there is a significant change in the environment in which the Society operates.

Review date

This manual, together with the Financial Processes presentation pack, was reviewed by Philip Hawtin and Peter Trowles in November 2018 and adopted for use.

It was amended in 2023 when the role of Cashier was split from that of Treasurer.



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1. INTRODUCTION

Purpose of this manual

Combe Mill Society exists to:

1. advance the education of the public by the operation of Combe Mill at Combe, Long Hanborough, Oxfordshire, demonstrating, recording, preserving, practising and disseminating the whole range of skills in the construction, maintenance, operation and associated activities of water and steam-powered mills, along with items directly associated with Combe Yard, the Blenheim Estate and Oxfordshire.
2. research, establish, restore, maintain and equip Combe Mill and where appropriate Combe Yard to demonstrate, improve and teach the design, construction, operation and use of water- and steam-powered mills for the purpose of the education of the public, together with the dissemination of the results of any research conducted and to carry out works for the improvement, development and promotion of Combe Mill.

The policies and procedures explained in this manual have been developed so that we can manage our finances and resources effectively to enable us to succeed in delivering these aims.

All members are expected to familiarise themselves with the sections of the manual that are relevant to their work, and to comply with the procedures. If for any reason procedures are not followed, the circumstances surrounding this must be reported to the Chairman as soon as possible.

This is a working document, and we welcome recommendations and feedback on the policies and procedures, for example if members have suggestions from their experience for ways to make a process easier, or more streamlined please discuss these with the Treasurer. If the process doesn't work for one member, it might be them that need to change. If it doesn't work for lots of people, it's probably the process that needs to change.

Financial Objectives

- Combe Mill Society aims to achieve, as a minimum, break even each year in order to be able to continue to deliver our objectives.
- Combe Mill Society has identified the importance of generating a reserve for maintenance and repair of the Mill and its contents and will seek to finance this through income streams that are as secure and long term as possible

General Points

Financial Year runs from: 1 April until 31 March

Accounts will be drawn up after each financial year within three months of the end of the year.

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An un-audited version of the accounts will be presented to members at the Annual General Meeting and, following an independent examination by our appointed accountant, will be approved at a meeting of the Board of Trustees.

Combe Mill Society is required to have an independent examination/audit each year.



2. FINANCIAL RESPONSIBILITIES

Delegation of authority

The Board of Trustees recognises that the Chairman has day-to-day responsibility for management of the organisation and implementation of organisational policies, but that accountability remains with them.

The Board of Trustees are responsible for:

- approving the finance strategy, risk management policy and reserves policy
- approving Combe Mill Society's financial policies and key financial procedures
- establishing financial management priorities, responsibilities and levels of delegated authority
- approving properly budgeted annual plans
- monitoring performance against these plans and budgets, and approving budget variations above 10%.
- approving the trustees annual report and accounts
- appointing the independent examiner and formal communications with them.

The Chairman is responsible for:

- preparing, and presenting for approval, properly budgeted annual plans, in collaboration with the Treasurer.
- reviewing Combe Mill Society's activities regularly, monitoring compliance with organisational policies and reporting to the Board of Trustees against agreed performance standards.
- ensuring that all members and volunteers understand their responsibilities under these procedures
- risk management.

The Treasurer is responsible for:

- ensuring that finance systems and processes which support these policies are set up, documented and implemented
- ensuring that sufficient records are maintained to show and explain Combe Mill Society's transactions, in order to disclose accurately, the financial position of Combe Mill Society at any time
- managing the budgeting process for the annual plan



- presenting financial reports at each trustees meeting which give the Board of Trustees an understanding of Combe Mill Society's overall finances, and giving advice and information to support decision making
- liaising with the independent examiner to produce the statutory accounts.

Cost Centres

We appoint budget holders to look after the management of our cost centres such as maintenance. The budgets for these cost centres will be agreed each year and the budget holder is empowered to manage expenditure and income generation without further reference to the trustees.

In many cases the Cost Centre equates to a Technical Area for which the Head of Technical Area is the budget holder.

Reserves policy

Reserves are that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes. Combe Mill Society maintains free unrestricted reserves:

- to provide a level of working capital that protects the continuity of our work
- to provide a level of funding for unexpected opportunities
- to provide cover for risks such as unforeseen expenditure or unanticipated loss of income.

The Board of Trustees will review the above criteria with reference to Combe Mill Society's strategy and Business Plan and determine the target level of unrestricted reserves to meet these.

The Board of Trustees will at times designate funds from unrestricted reserves for significant project costs or replacement of major assets.

Conflict of interest policy

Trustees have a legal duty to act in Combe Mill Society's best interests when making decisions, and to declare a conflict of interest immediately they are aware that there is a possibility that their personal or other business interests could influence their decision making. Combe Mill Society expects a similar obligation from members and volunteers.

Segregation of Duties Policy

In order to reduce the risk of errors and fraud, the processes in finance are designed such that no individual is in a position to oversee a transaction through all its stages from start to finish. The stages are as follows:

- Initiating/authorising transaction
- Custody of assets relating to transaction

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- Recording transaction in accounting records
- Reconciling accounting records

For example, a person who requests a purchase cannot authorise it, pay for it and record it in the cashbook, without another person being involved as a check and balance.

A Cashier is responsible for cash handling and reporting to the Treasurer. This involves cashing up Tea Room and Ticket Office takings and all takings from Steaming Events. The Cashier also deposits cash into a bank.



3. EXERCISING BUDGETARY CONTROL AND MONITORING

The annual plan and budget approval

The Chairman and Treasurer will revise the Business Plan to present to the Board of Trustees for discussion and approval at their pre-AGM meeting each year. This will include sections detailing the resources required to deliver the plan, a budget which matches this and a cash flow forecast.

Cost Centre budget holders identify the amount required for regular maintenance and consumable costs for their Technical Area. A separate budget is prepared for any unplanned one-off project work.

The Treasurer will draw up the budget section following discussions with budget holders and project managers. This section will include written explanations of the estimates and assumptions underlying the figures, and identify potential risks.

If opportunities arise mid-year, the budget for projects will be prepared by the relevant budget holder and project manager in consultation with the Treasurer. The Treasurer must approve a project budget before it is included in an application to the Trustees for funds.

Reporting and monitoring income and expenditure

The Treasurer will produce regular reports which provide clear financial information to underpin decision making and support trustees to discharge their responsibilities and members to manage their work.

Reports to each trustee meeting will include:

- comparison of income and expenditure to date against budget, and forecast income and expenditure to year-end against budget
- explanations of any material variances from plan, and suggestions for corrective action where necessary
- cashflow forecast for the following year.

Monthly reports will be produced by budget holders covering the areas for which they are responsible and will include:

- comparison of income and expenditure to date against budget, and forecast income and expenditure to year-end against budget
- explanations of any material variances from plan.

Budget holders are expected to manage their projects within the approved budget and to notify the Treasurer immediately if they foresee any material differences in income or expenditure.

The Treasurer will ensure that budget holders are given suitable guidance on an on-going basis to help them manage project finances successfully.

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If a forecast shows an unplanned deficit overall for Combe Mill Society the Chairman will inform the Treasurer/Board of Trustees immediately and seek their approval prior to making any commitments that would result in that deficit.



4. CONTROLS ON INCOME

The aim of this policy is to ensure that Combe Mill Society receives the full amount of income due to us at the right time.

Due diligence policy on accepting funds

Combe Mill Society must exercise due diligence prior to accepting significant donations and ensure that any funds accepted:

- fulfil our mission
- are not in conflict with our values
- do not present a risk to our reputation or independence.

To inform decisions, Combe Mill Society will evaluate the profile of the funder or donor, taking into consideration the original sources of their funding, the purpose of the funds and whether any conditions attached are reasonable, ethical and achievable.

Pricing, invoicing and debt control

Pricing

Admission prices

Admission prices will be determined each October when the program for the next season is established. We will check the prices of similar local destinations to ensure that we remain competitive. We will review any discount and incentive schemes to be sure they remain cost effective.

Retail prices

Our Retail Manager will recommend to the trustees the selling prices for retail goods based upon generating a reasonable profit that is compatible with keeping stock inventory at a minimum.

Refreshment prices

Prices for refreshments will be determined by our Catering Manager/Team from time to time and the recommendation made to the trustees.

Invoicing and debt control

In order that Combe Mill Society's management team is aware of what income is due, all members who are responsible for contracts, grants, or other activities that generate income should inform the Treasurer of the details promptly.

The Bookings Manager will provide the Treasurer with adequate details of bookings from which to generate invoices. All invoices will then be issued by the Treasurer.

If payers are late settling invoices, the Treasurer will contact them after 30 days to request payment.



Grants

Applications

New opportunities for grant funding may be identified by any member. The Board will determine whether an application is to be made, with reference to the annual plan. All applications must be approved by the Chairman, and the Treasurer must approve the financial elements.

Management

For each award received one member will be assigned the task of being responsible for ensuring that reports are submitted to grant funders in accordance with grant conditions.

Legacies

The Treasurer will keep records of any legacies notified to the charity, and will follow up on a quarterly basis to review progress on collection of outstanding legacies.



5. CONTROLS ON EXPENDITURE

The aim of this policy is to ensure that expenditure is only incurred where it is:

- in pursuance of Combe Mill Society's charitable purposes
- an effective use of Combe Mill Society's resources
- in compliance with any requirements relating to funding.

Members need to be aware that Combe Mill Society is committed to expenditure when an order is placed, or contract is signed, not when the payment is made, so it is vital that orders are made responsibly, and within the approved budget and authority levels.

Any spending beyond the budget must be authorised in accordance with the delegated authorities.

Procurement, estimates and tendering

In order to ensure value for money for significant purchases, research should be carried out on the goods or services in question and a relevant specification drawn up. Written quotes should then be obtained, or the contract put out for tender, dependent on value as follows:

Value of Purchase £	Action Required (minimum)
up to £100	Budget holder discretion
£100 up to £500	One written quote
£500 up to £1,000	Two written quotes
£,1000 up to £5,000	Three written quotes
Above £5,000	Formal tender

Where two or three written quotes are specified, but a specialist item or service is required for which it is not possible to obtain more than one quote within a reasonable amount of time, a business case must be made and signed off by the Treasurer.

Where the supplier chosen is not the cheapest, the reasons for this choice must be documented.

Tender process

1. Agree specification for the service or product and the requirements due from the supplier including documentation, quality and performance issues
2. Draw up a list of bidders and agree with the trustees
3. Issue the invitation to bid (ITB) allowing a minimum of three weeks for responses
4. Ensure the ITB gives clear information about how to apply



5. Send out the specification and relevant drawings to interested parties with full information of how to submit a tender
6. Evaluate responses on the basis of the specification by a panel of at least two, preferably three people
7. Shortlist if necessary
8. Invite shortlisted supplies for interview/presentation where required – for specific products and some services the purchase can be made on the basis of the quote, however for other services such as consultancy, it is desirable to interview potential suppliers. For some high value products or services it may be worth considering inviting a shortlist of suppliers to make a presentation
9. Take up references if appropriate
10. Award to supplier issuing appropriate contract checked by legal advisor if appropriate.

Purchase orders and invoices

Purchase orders

In order to ensure that expenditure is in line with strategy and budget, and provides value for money, all purchases above the value of £500] must be initiated with a purchase order. This must be completed at the time the goods or services need to be ordered because this is the point at which Combe Mill Society is committed to the expenditure, not when it is time to pay for them.

Purchase orders will be authorised in line with delegated authorities. Individuals authorising a purchase are confirming whether the expenditure is in line with budget, and that there are funds to purchase it. It is the responsibility of the person requesting the purchase to check whether this is the case.

No one should authorise any transaction from which they, their partner or a relative will personally benefit, for example their expense claims.

Members must not authorise payments to (or that benefit) someone senior to them.

Invoices

All invoices will be authorised in line with the delegated authorities.

All invoices should be sent when received to the Treasurer for recording once approved by the budget holder.

The person who requested the goods or services is responsible for checking the quality of what has been received and that it matches the order, and that the invoice agrees to this and is accurate.

Once an invoice has been authorised, suppliers will be paid according to their payment terms, or if no terms stated, within thirty days.



6. INVESTMENT AND BORROWING

Investment management

Background

Combe Mill Society exists to:

1. advance the education of the public by the operation of Combe Mill at Combe, Long Hanborough, Oxfordshire, demonstrating, recording, preserving, practising and disseminating the whole range of skills in the construction, maintenance, operation and associated activities of water and steam-powered mills, along with items directly associated with Combe Yard, the Blenheim Estate and Oxfordshire.
2. research, establish, restore, maintain and equip Combe Mill and where appropriate Combe Yard to demonstrate, improve and teach the design, construction, operation and use of water- and steam-powered mills for the purpose of the education of the public, together with the dissemination of the results of any research conducted and to carry out works for the improvement, development and promotion of Combe Mill.

Our income is devoted therefore to delivering these objectives and does not necessitate making payments on a regular basis to dependents of the Trust.

We employ no paid staff and running costs are met from operating income.

Investment powers and decision making

The Board of Trustees has the power to invest for the purpose of maintaining its charitable objectives.

Investment objective

The reserves policy of the Trustees is to aim at a situation where the society has reserves that will allow it to meet its core costs for one year.

The Trustees will set aside any surplus income for the purpose of creating a reserve fund to also meet the expense of maintenance and repairs of equipment and buildings for which it is responsible.

Savings and investments are deemed to be available for whatever purpose the Trustees may decide.

At such time the Trustees receive legacies/endowments having attached conditions, separate investment vehicles may be selected with long term income considerations in mind.

Risk

The reserve fund is invested in a 'charity' account that offers the best available interest return while at the same time requiring more than ninety days' notice of penalty-free withdrawal.

There is no present requirement to use investment income to cover normal operating costs.



Cash flow requirements

There is no requirement for the receipt of interest payments to be considered in cash flow forecasts.

Time horizon

Saving and investments are intended to provide a source of capital reserve to meet short and medium term expenditure.

Should the Trustees received gifts of endowments they may consider an investment strategy that provides a long term income stream for regular contribution towards operating costs in the event that paid staff are employed for which costs are not covered from regular income.

Ethical policy

The Trustees should consider the ethical, social and environmental impact of any investment vehicle they adopt.

Management, reporting and monitoring

Trustees shall review their saving and investment returns on an annual basis as part of the end of year reporting cycle.

Withdrawals of capital for any reason shall be approved by a resolution of the Trustees.

Approval and review

This investment policy and procedure shall be reviewed and re-approved by the Trustees as part of the end of year financial reporting cycle.

Loans policy

Any borrowing must be approved by the Board of Trustees, and in accordance with Combe Mill Society's constitution, delegated authorities and rules on procurement.

Combe Mill Society's ability to pay back both the loan and the interest must be determined before entering into any borrowing.

The impact on Combe Mill Society of any security required or bank covenants attached to a loan must be considered before entering into any borrowing.

Any loans taken out for cash flow purposes will be restricted to short term borrowings of six months or less, and must not exceed £5,000.

Where loans are advanced by an individual, including trustees, the Board of Trustees must be satisfied that this represents value for money. The loan must be properly documented setting out the principal, interest, charges and payment schedule. Any conflicts of interest must be noted and managed in accordance with Combe Mill Society's policy.

Records of all outstanding loans will be kept, noting:

- the history of repayments of principal and interest and the outstanding balance
- if the loan is secured or subject to bank covenants, the terms of the security or bank

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covenant will be logged on the fixed asset register.



7. CONTROLS ON THE FINANCIAL ASSETS/RECORD KEEPING

Apart from the various objects and equipment owned by the Society, money is one of Combe Mill Society's main assets. Our policies and procedures are set up to ensure that it is safeguarded and only used for genuine expenditure.

Bank account policies

- Bank accounts in Combe Mill Society's name must only be used for Combe Mill Society business, they must not be used to receive or transfer money for the private benefit of individuals or third parties.
- The opening or closing of bank accounts, and the approval/removal of signatories on bank accounts, is determined by the Board of Trustees and recorded in the minutes.
- The costs and benefits of Combe Mill Society's banking arrangements will be reviewed every three years to ensure that bank charges and rates of interest are competitive and that the bank's credit rating continues to be acceptable.
- Cheques from bank account are authorised by two signatories
- On-line payments from the bank account are authorised by two signatories
- Online debit card payments, standing orders, direct debits and other withdrawals from bank accounts are authorised by the Treasurer provided the payment has been sanctioned in advance by the owner of the appropriate Cost Centre.
- The Treasurer is responsible for keeping records of all bank accounts and ensuring that the bank mandate is kept up to date.

Bank account procedures

Making Payments

- There are four signatories to the bank accounts who are able to sign cheques and authorise online payments, standing orders and direct debits, these are:
 - Treasurer
 - Chairman
 - Company Secretary
 - One other member of the Board of Trustees
- In addition the Treasurer has 'write only' access to the bank accounts in order to set up payments and standing orders.
- No person can authorise any payment involving themselves or any related party.
- The use of multiple payments to circumvent the authorised signing limits is not allowed.
- Cheque books will be kept locked away and no blank cheques shall be pre-signed.



- The Treasurer is responsible for keeping documents, setting up payments by direct debit or standing order, and for monitoring arrangements so that Combe Mill Society can ensure that they are cancelled when Combe Mill Society stops using the goods or services being supplied.
- When signing a cheque, or making a payment, the person authorising must check the invoice (or similar evidence) and initial and date the attached Debit or Bank Transfer form to confirm that they have made the payment.

Credit and debit card policy

- Combe Mill Society does not use any Credit Cards.
- Combe Mill Society will issue debit cards to members where there is an operational requirement. This will be authorised in each case by the Board of Trustees.
- These cards will only be used by the named cardholder for the purchase of goods or services on behalf of Combe Mill Society.
- The cardholder will be responsible for ensuring that the card is kept in a safe place at all times, and that the PIN is protected.
- There will be set limits for single transactions and monthly spend for each card.
- Claims for the purchase of any items that do not comply with Combe Mill Society's expenditure policies will be rejected and the cardholder will reimburse Combe Mill Society for such expenditure.

Cash handling policy

Cash is the asset most obviously at risk of misappropriation and fraud. In order to ensure the security of our cash and the protection of our members, our procedures are set up with the following criteria:

- Cash received is counted by at least two unrelated people. (FORM04_A5)
- Cash received is paid into the bank as soon as possible.
- The use of cash for payments is kept to a minimum, and is properly controlled.
- All cash is securely locked up.
- In cases where payments are made directly out of cash received, documentation such as a receipted invoice must be placed with the received cash.

Cash handling procedures

Income through the Post

- cheques must be banked at the earliest opportunity.



Income in Person

- Cash received at the Ticket Office, Tea Room or Retail Sales stall shall be retained in the appropriate cash box until the end of the event
- On Steaming Events purchasers of admission tickets are provided with a slip as evidence of payment received but receipts are not provided for refreshment or retail sales.
- However, for payments taken using the Zettle card reader a receipt can be issued by email provided the visitor ask before the transaction is closed.
- Any cash donations handed to a member shall be placed in the nearest donation box.

Fundraising events

- On Steaming Event days and non-steaming days each cost centre should add up the cash received and record this independently of the Treasurer before passing the cash box to the Treasurer/Cashier at the close of the event. (FORM 04_A5)
- On non-steaming Wednesdays each cost centre should keep the cash box in a safe place and check that the cash received matches that recorded on the Open Day Log Sheets. (FORMs 18 or 19)
- Cash from Wednesday open days should be handed to the Treasurer/Cashier before the next non-steaming day or Steaming Event and the amount of cash recorded beforehand. (FORM 04_A5)

Refreshment Sales

- Cash received in the Tea Room should be added up and recorded independently of the Treasurer before passing the cash box to the Treasurer at the end of a Steaming Event or, in the case of Open Days, before the following Steaming Event. (FORM04_A5)
- The cost of Tea Room supplies may be deducted from the cash taken and the corresponding receipts left in the cash box. (See cash handling policy above.)

Ticketed Events

- We use *Ticket Source™* on-line ticketing provided to handle ticket sales for the few events when advert ticketing is deemed necessary. *Ticket Source™* deals with all sales processing, provides reports and deals with refunds. It also handles associated Gift Aid donation record keeping.



Public Collections

- Cash collected in collecting boxes in the Mill should be collected and recorded by the Treasurer/Cashier. (FORM04_A5)

Safety of Members

When banking or collecting cash, the safety of members is paramount. Members should on no account put themselves into situations of danger, and should give up/not seek to recover cash or valuables if in physical danger.

Petty cash

Petty cash will be used to pay for small expenses up to fifty pounds where payments through other means are not practical or appropriate.

Any payments from petty cash must be properly documented with Petty Cash Vouchers.

The recipient must sign a Receipt for cash amounts greater than £50 and the Receipt filed together with the Petty Cash Voucher

No personal advances will be made.

Accounting records policy

Combe Mill Society will keep accounting records which are sufficient to explain all transactions and show the charity's financial position at any time. These will include:

- All receipts and invoices on a monthly basis
- Debit Card and Bank Transfer forms (uniquely referenced) matching all electronic payments. (FORMs 43 and 44)
- Petty Cash vouchers for all cash payments
- Electronic payments and receipts accounts
- Annual cash flow spreadsheet
- Annual Financial Report audited and approved by the Society's appointed accountant.

All accounts files will be kept for the statutory period of six years from the end of the accounting period in which they were generated.

Bank reconciliations

Reconciling the entries in the cashbook to the bank statements is a central financial control. Bank reconciliations will be carried out promptly after receiving each bank statement.



8. CONTROLS ON HUMAN RESOURCES COSTS

People are Combe Mill Society's most valued asset. We therefore have these policies and procedures to ensure that this money is spent effectively.

Trustees, Members and Volunteers

We receive no payment for the work we perform in delivering the objectives of the Combe Mill Society.

Employment of Staff

We do not employ salaried staff.

Contract staff and consultancy

There may be situations where Combe Mill Society would consider contracting work out, for example if the work requires specialist skills.

Sub-contracted work will only be for a defined purpose and time-frame and paid against an invoice. Subcontracted persons are fully responsible for their own national insurance, pensions and professional indemnity insurance costs.

Unless defined in the contract, expenses are not payable.

The factors that will be taken into account when appointing contract staff include:

- impact on Combe Mill Society resources of undertaking project
- availability of skills required to complete the project
- value for money.

All proposals for working with contract staff or consultants must be approved in compliance with the procedures on exercising budgetary control and procurement prior to any appointment.

There must always be a written agreement, approved by the Chairman and appointed Project Manager with contractors and consultants, covering the following matters:

- project plan, specifying outcomes
- arrangements for payment against an invoice for completed work
- project management
- insurance
- intellectual property
- variations to the contract
- resolution of disputes
- termination.



Starters and leavers

The Project Manager is responsible for informing the Treasurer of any contracted staff or consultant and of approving their invoice claims for payment.



9. REIMBURSEMENT OF EXPENSES

Combe Mill Society wants to ensure that members, trustees and volunteers are not out-of-pocket for the work they do for us, while also looking to get the best use of limited funds.

HM Revenue & Customs expenses and benefits rules recognise that reimbursement of standard business expenses (such as travel) are not taxable. Combe Mill Society's policy is guided by these rules and we do not pay expenses that will give rise to tax or National Insurance.

In order to comply, any amounts claimed must be for actual costs incurred by members and volunteers 'wholly, exclusively and necessarily in the performance of the duties of their employment', and that adequate records are submitted with each claim.

We do not usually pay expenses for travel to and from the Mill and home.

General rules

- Expenditure incurred by members, trustees or volunteers of Combe Mill Society should be necessary to achieve our goals and represent good value to the organisations that fund us.
- Each member is responsible for familiarising themselves with these rules and understanding the limits of their authority, as Combe Mill Society may not reimburse any expenses considered unreasonable or outside this guidance.
- All expenses should be itemised, with supporting receipts attached on Combe Mill Society's claim form.
- Expenses under £5 that have no supporting receipt may be accepted. Expenses over £5 with no supporting receipt require a signed letter by the member explaining the purpose of the expense and the reason why a receipt is not provided. Combe Mill Society may decline to reimburse an expense claimed with no supporting receipt.

Eligible expenses

The specific rules for eligible expenses that may be claimed by members are listed and described below:

- Public transport fares
- Use of personal vehicles
- Taxis, Parking
- Subsistence
- Overnight accommodation

Public transport fares

Expenses associated with public transport such as trains, buses, underground and short haul flights within Europe are eligible for expenses claims.



Members are expected to make use of any special reduced fare arrangements, such as cheap day and period returns, where possible.

Use of personal vehicle

Members may use their own vehicles for business travel if they wish, at their own risk with prior approval of the budget holder or project manager. Where practicable, staff should travel together to minimise costs.

Any member of staff using his or her vehicle for business purposes must have a full UK driving licence, and the vehicle must have an in-date MOT certificate, be fully taxed vehicle and insured for business use. A mileage allowance may be claimed by staff using their own vehicle for business travel.

As of June 2022 the 'HMRC-approved' mileage rate for tax purposes is 45p per mile for cars and vans, for up to 10,000 miles of work-related driving. Above 10,000 miles the approved mileage rate is 25p per mile for cars and vans. The rate for motorcycles and bikes is 24p and 20p, respectively.

Parking fees, congestion charges and toll charges will be met by Combe Mill Society, but not parking fines.

Taxis

The cost of travel by taxi will be reimbursed in the following circumstances:

- There is no reasonable or practical alternative to getting to the destination.
- The member has been required to work so early or late, that public transport is not reliably available, or the individual's safety is compromised.
- A 'heavy load' is being transported, which would be unreasonable to carry on public transport.
- The individual has a disability such that public transport is not appropriate.

The reason why the member has chosen to travel by taxi must be described in the expenses claim form, and a receipt provided showing the date, place of departure and destination.

Subsistence

The reasonable cost of meals purchased while members and volunteers are working at a temporary workplace or while travelling within the UK and abroad will be reimbursed by Combe Mill Society. Please note that the costs of buying meals for colleagues (other than when both parties are travelling on Combe Mill Society business) may not be claimed.

Overnight accommodation

Reasonable costs for overnight accommodation will be reimbursed where it is necessary for Combe Mill Society staff to perform their duties away from their usual workplace. Accommodation arrangements shall be made with the agreement of the Project Manager or Cost Centre budget holder.

Medical costs

Combe Mill Society does not reimburse medical costs



Making claims

- All claims for travel and subsistence expenses, from trustees, staff and volunteers, must be completed on the appropriate form.(FORM 40A or 40B short form)
- Claims by volunteers to a value of £100 should be authorised by the appropriate budget holder, or, for the Chairman, by the Company Secretary.
- Claims by volunteers to a value greater than £100 should be authorised by the appropriate budget holder and one other Trustee.
- Claims **by trustees** for sums greater than £25 should be authorised the Chairman.
- Claims should be submitted as incurred.



10. CONTROLS ON PHYSICAL ASSETS

Combe Mill Society's physical assets represent a significant cost and all members are expected to behave responsibly in using them in order to protect our resources. Our policies are designed to support that behaviour.

Fixed assets

Fixed assets are items, for example office equipment, computers or vehicles, owned by Combe Mill Society for use in our work (not as an investment), which have a life of more than 12 months, and a value on acquisition of over £500. This excludes consumables and replacement parts liable to wear.

The Treasurer is responsible for maintaining a fixed asset register detailing:

- a description of the asset (including identifier as appropriate)
- date of acquisition (purchase or donation to Combe Mill Society)
- value at acquisition
- location or member holding asset (if appropriate).

The register will be updated immediately when new purchases or disposals are made.

The Treasurer is responsible for ensuring that fixed asset inspections are carried out every twelve months to check that the assets exist, are in good condition and are being used effectively.

The disposal or scrapping of a fixed asset must be authorised by the Chairman. Equipment will not normally be disposed of to members because it is difficult to provide evidence of fair value. If computer equipment is disposed of, licences for software must be legally transferred to the new owner.

Where projects close, assets will be redeployed. Where there are specific funder rules regarding treatment of project assets, these will be complied with (eg handing the assets back to the funder).

Documents relating to the ownership of any fixed assets will be held securely by the Treasurer.

For the purposes of depreciation, the anticipated useful life of Combe Mill Society's assets are as follows:

Type of fixed asset	Anticipated useful life
Computer equipment	3 years
Office equipment	3 years
Furniture	5 years



Stock

Retail stock is a valuable asset for Combe Mill Society and it is the responsibility of the Retail Manager to ensure that stock is kept securely.

The Retail Manager is responsible for designing and implementing a cost-effective stock control system, delivering the right amount of stock in the right place at the right time.

The Retail Manager is responsible for a stock count every twelve months, comparing the physical stock to the stock records. The types of stock that will be counted and valued will be:

- retail goods for resale
- raw materials and work in progress

Stock will be valued at the lower of cost and net realisable value (sales value minus the costs associated with the sale).

Insurance

Combe Mill Society maintains appropriate insurance cover at all times, both to cover our legal obligation and to underpin our duty to protect our members, volunteers, assets and resources. This will include:

- employers' liability insurance to cover both members and volunteers
- public liability insurance
- product liability insurance
- contents insurance
- buildings insurance is by Blenheim Estate
- directors and officers liability

Combe Mill Society reviews its policies annually and the Company Secretary is responsible for providing its insurer/broker with a detailed and accurate schedule of activities and inclusions to be covered.

The Company Secretary is responsible for ensuring all insurance policies are current and appropriate documentation maintained.



11. DELEGATED AUTHORITIES LIST

This document summarises the levels of authority required for key financial actions in Combe Mill Society.

AREA OF AUTHORITY:	LIMITS APPLIED:	DESIGNATED PERSONS:
1. Project Budget variations	Change in project/team budget by: 5% 10% 25%	defined in each project plan
2. Ordering goods	Up to £500 Over £500	Cost Centre budget holder Two trustees
3. Signing agreements for provision of services	Any recurring payment	Cost Centre budget holder, Treasurer and one trustee
4. Authorisation of trustee and member expenses	Up to £100 Over £100	Cost Centre budget holder Plus one other trustee
5. Petty cash expenditure	Up to £50 (single transaction) Over £50	Cost Centre budget holder Cost Centre budget holder/Treasurer
6. Current account cheques	None	Any two bank signatories
7. Bank payments by Debit Card (including foreign payments)	None	Treasurer
8. Bank payments by Bank Transfer (including foreign payments)	Up to £250 Over £250	Treasurer Second Approval by Cashier.
9. Transfers between Combe Mill Society bank accounts	None	Treasurer
10. Receipt and banking of cash & cheques	None	Cashier/Treasurer
11. Legal documents (where not covered above)	None	Company Secretary
12. Funding Applications	None	Chairman