Horsted Keynes Community Land Trust Ltd

Financial Standing Orders

A. General Arrangements

1. These Financial Standing Orders govern the conduct of financial management by HKCLT and may only be amended or varied by resolution of the Board. These Financial Standing Orders are one of HKCLT's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with HKCLT's Standing Orders and any individual financial regulations relating to contracts.

2. HKCLT is responsible in law for ensuring that its financial management is adequate and effective and that HKCLT has a sound system of internal control which facilitates the effective exercise of HKCLT's functions, including arrangements for the management of risk.

3. HKCLT's accounting control systems must include measures:
   a. for the timely production of accounts;
   b. that provide for the safe and efficient safeguarding of public money;
   c. to prevent and detect inaccuracy and fraud; and
   d. to identify the duties of officers.

   These Financial Standing Orders demonstrate how HKCLT meets these responsibilities and requirements.

4. HKCLT is registered as a Community Benefit Society (Registration number: 9415) with the Financial Conduct Authority (FCA). It has a Board of Directors which is elected/re-elected at the annual general meeting. The Board is responsible for ensuring that the group is well managed and that it looks after its income properly and puts it to best use. The Treasurer holds a statutory office and is appointed by the Board of HKCLT.

5. The Treasurer:
   - acts under the policy direction of the Board of HKCLT;
   - administers HKCLT's financial affairs in accordance with all acts, regulations and proper practices;
   - determines on behalf of HKCLT its accounting records and accounting control systems;
   - ensures the accounting control systems are observed;
   - maintains the accounting records of HKCLT up to date in accordance with proper practices;
   - assists HKCLT to secure economy, efficiency and effectiveness in the use of its resources; and
   - produces financial management information as required by the Board of HKCLT.

6. The accounting records determined by the Treasurer shall in particular contain:
   - entries from day to day of all sums of money received and expended by HKCLT and the matters to which the receipts and payments account relate;
   - a record of the assets and liabilities of HKCLT; and
   - wherever relevant, a record of HKCLT's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

7. The accounting control systems determined by the Treasurer shall include:
   - procedures to ensure that the financial transactions of HKCLT are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
   - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
   - measures to ensure that risk is properly managed.

8. HKCLT's financial year ends on 31st December. Annual accounts will be prepared at the end of the financial year and be examined by a suitable person who is independent of the Board. The annual accounts will be approved by the Board and presented to the annual general meeting ~~for approval~~to be received by the Members.

9. Before the start of the financial year, the Board will set a budget for the following year.

10. The Board will discuss a financial report at each Board meeting showing money received, payments, and remaining funds, including a comparison to the budget of all expenditure and income. It will also show expected future receipts and payments.

B. Bank Accounts

1. HKCLT has a current account with Lloyds Bank PLC

2. All bank transactions shall go through HKCLT's current account. To withdraw money from any other account which HKCLT may open, HKCLT shall first transfer it to the current account and withdraw it from there. If HKCLT pays money into any other account, it shall be as a transfer from the current account.

3. At least three members of the Board will be signatories to the accounts.

4. Any withdrawals or transfers between accounts will be signed by two of the signatories. This signature may be electronically by internet banking. HKCLT expects that one of these will be the Treasurer. If not, the two signatories will give the Treasurer full details of the payment.

5. HKCLT will obtain bank statements every month and will check the statements against HKCLT's records.

C. Income

6. When HKCLT receives cash (other than at an event) as payment for any reason, HKCLT will issue a receipt and keep a copy.

7. When HKCLT receives cash at events a record will be kept of the cash payments, two members of HKCLT will count up the cash, make a note of the total and sign for it.

8. Details of cash received will be entered in the accounting records.

9. HKCLT shall bank all cash received – HKCLT shall not use it for cash payments. HKCLT expects that cash will be banked within a month.

10. HKCLT will record details of cheques received in the accounting records and bank the cheques within one week.

11. HKCLT will record details of all bank transfer (BACs) payments in the accounting records.

12. The Treasurer will keep files of paperwork relating to all income received or due to be received.

D. Buying goods and services

13. The HKCLT Board will agree payments in advance. This will either be shown in HKCLT's annual budget or discussed at a meeting during the year.

14. The Treasurer will keep a file of all the paperwork and check invoices before making payments.

E. Payments by cheque, electronic means, direct debit, bank transfer or debit card

15. HKCLT signatories will not sign a cheque, or authorise a direct debit, bank transfer or debit card payments without paperwork to support the payment.

16. Two signatories are required on each cheque. Cheque stubs will be completed at the time of payment and initialled by signatories.

17. All other payments (including electronically, BACS, Faster payments, debit card payments, standing orders and direct debits) must be approved in advance by two signatories on the invoice or expenses claim. The invoice should annotated to include the date and type of payment (e.g. BACS, standing order).

18. HKCLT signatories must never sign a blank cheque.

19. HKCLT will record details of payments on the accounting spreadsheet:
    a. cheque number / type of payment
    b. date
    c. who signed the cheque / payment form

Staff wages

20. HKCLT will keep records of any staff wages in accordance with PAYE and National Insurance regulations. Payments to HMRC and pension contributions are to be paid by the due date each month or quarter, as appropriate

21. Pension obligations in relation to any paid staff members must be complied with.

22. Where casual or part-time staff are paid, the Treasurer will make sure that staff sign a wages record sheet. This needs to record their name, address and NI number.

F. Monitoring and Delivery

This Policy will be reviewed a minimum of once every three years unless changes in statute contract or regulatory code and guidance require otherwise.

The Board of HKCLT will have responsibility for the implementation of this strategy in accordance with the HKCLT's Scheme of Delegation.

Policy Adopted: December 2024
Change to A8 agreed at Board Meeting 4 August 2026
Policy to be reviewed by: December 2027