

DRAFT FOR APPROVAL

In order to ensure that monies donated to the Food Bank are used and monitored appropriately the following guidelines are proposed.

- The balance of the current account be maintained at approx. £5000. This can be increased with Trustee approval for exceptional items.
- All exceptional items to be approved in writing by at least 2 of the Trustees.
- A deposit account be maintained for the remaining balance
- Two signatories are required for payments by cheque and electronic transfer.
- The following authorised signatories are approved:
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- To have four business cards, issued to the following:
 - Treasurer
 - Project Manager
 - Warehouse Manager
 - Van Supervisor

- The Treasurer will be able to withdraw cash when required
- All other card holders will use the cards to purchase food, fuel and other day to day items. There is a limit of £2000 per month to purchase food items.
- Receipts from all purchases should be made available to the Treasurer as soon as possible.
- For any expenditure over £2000 in any month for regular items, the Project Manager must seek written approval from Two Trustees, who will ensure that there are sufficient funds in the current account.

- Petty Cash – a maximum of £100 be retained by Centres and replenished on an imprest system. All purchases must have an appropriate receipt.

- Money handed into centres, should be acknowledged with a receipt and must be recorded and where possible witnessed. This money should be forwarded to the Treasurer with details of the donor.

- Collecting tins held in centres will be emptied by the Treasurer on a regular basis and witnessed by centre volunteers.