



Maindee

Maindee Unlimited - UK Charity No: 1160272

Financial Procedures

Bank

1. Bank

- 1.1 Maindee Unlimited currently banks with Barclays Bank. The accounts will be held in the name of Maindee Unlimited. Maindee Unlimited will have a current account and business reserve account.
- 1.2 The bank mandate (list of people who can sign cheques/approve BACS on the organisation's behalf) will always be approved and minuted by the Board of Trustees, as will all changes to it.
- 1.3 Maindee Unlimited will require the bank to provide statements every month. The Finance Officer will reconcile the statements with the electronic finance system. Suitable finance summaries will be provided to the Finance Committee/Treasurer. These will include a bank reconciliation, updated cashflow forecasts and a report on any overdrawn funds.
- 1.4 Maindee Unlimited will not use any other bank or financial institution or use overdraft facilities or invest speculatively unless authorised, approved and minuted by the Board of Trustees.
- 1.5 A separate policy for petty cash exists.