



Finance and Reserves Policy

Overview

The Board of Trustees is responsible for the financial management of Croquet England.

On a day-to-day basis much of this responsibility is delegated to the Executive, Executive Directors, the Treasurer, the Operations Manager and others as set out in the Delegations Policy.

Regulatory Matters

- Croquet England will adhere to all regulatory requirements.
- Such accounting records as are necessary to produce the annual accounts will be kept. These will be retained for six years.
- Annual accounts will be prepared on an accrual basis in accordance with Statement of Recommended Practice FRS 102. They will be independently examined and filed with the Charity Commission before their due date.
- The Trustees will prepare an Annual Report to accompany the annual accounts.
- The Charity Commission annual return form will be completed when required.
- The Trustees will appoint an Independent Examiner qualified as required by the Charities Act.
- VAT, PAYE, NI, Gift Aid and other similar matters will be properly administered in accordance with relevant legislation.
- GDPR and other data protection regulation will be complied with.
- Any incidents of financial crime will be reported to the relevant authorities.

Internal Matters

- The financial year of Croquet England will run from January 1st to December 31st.
- The Board will maintain a Reserves Policy and a Delegations Policy, which must be reviewed no less than every three years.
- The Executive will maintain the following procedures. Each must be approved and reviewed by the Board no less than every three years:
 - Financial Controls Procedure
 - Grant and Loans Procedure
 - Special Funds Procedure
- The Executive will ensure that the organisation is suitably insured. The Board will review insurance arrangements no less than every three years.
- An annual budget prepared by the Executive will be approved by the Board no later than the start of the financial year to which it relates.
- Quarterly management accounts will be prepared by the Treasurer and submitted to the Board and the Executive no more than 45 days after the end of the quarter.
- The principle of dual control will be adhered to, with no individual both authorising and making a transaction.
- The Executive, through its Administration Committee, will manage all matters relating to employment contracts.
- All new investments must be authorised by the Board.

- All Bank/Building Society accounts used by the organisation must be covered by the Financial Services Compensation Scheme and the funds held with each institution will not exceed the compensation limit.
- Croquet England will operate a shop supplying items required for, or associated with, the playing of croquet.

Reserves

Croquet England has a stable income stream from multiple sources including individual subscriptions, club subscriptions, tournament entry fees and its shop. It is in control of its routine expenditure and budgets effectively on an annual basis to operate on an underlying breakeven basis.

Given the current scale of its activities and stable operating model it has been determined that the appropriate level of reserves for the organisation is 20% of its gross annual income.

This sum is believed to be sufficient to ensure that the organisation is resilient to all but the most significant financial risks that it faces. It also recognises the fact that the organisation is very reliant on volunteer efforts and that it may on occasion need to be able to resource one-off projects or increase its professional base. This level of reserves should also provide the necessary support for any such changes in the short term, whilst income and expenditure are rebalanced for the longer term. These reserves should also provide confidence to the membership and other stakeholders that the organisation has a sound financial base.

Funds in excess of the reserve are managed by the Executive through the annual budgeting process, which is approved by the Board. The Special Funds procedure outlines how some of the excess is allocated and managed.

References

Delegations Policy
Financial Controls Procedure
Expenses Policy
Expenses Claim Form
Grant and Loans Procedure
Special Funds Procedure

Issuing Authority: Board of Trustees

Approved by: Board of Trustees

Date approved: 9th Dec 2023

Next review date: 9th Dec 2026

Version: v1.1

Reason for Change: Addition of Reserves Policy