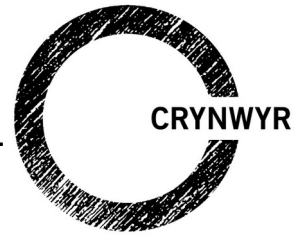


**THE RELIGIOUS SOCIETY OF FRIENDS
(Quakers) IN BRITAIN**



**THE SOUTHERN MARCHES AREA QUAKER MEETING
CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL**



Address: 2 Llangenny Lane, Crickhowell NP8 1AN

Email address: amcorrespondence@smquakers.org.uk

Registered charity number: 1134528

The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.

SMAQM Finance Policy

Date Agreed by SMAQM Trustees: 27th January 2019

Date accepted by SMAQM in session: 9th March 2019

Date for Policy Review: 2021

This policy should be read in conjunction with:

Quaker Faith & Practice (5th edition) Chapter 14 and in particular 14:02 – 14:04

Memorandum of Understanding: sections 5a; 5b; 5c; 5d.

Finance section of the Risk Register

SMAQM Property Policy

Charity Commission guidelines for presenting accounts on a payments & receipts basis.

All assets including property held within the Southern Marches Area Quaker Meeting (SMAQM) are the responsibility of each member of the area meeting and managed by trustees on behalf of SMAQM.

Trustees responsibilities include:

1. All funds held throughout the area meeting whether held by SMAQM or one of the constituent local meetings of the area
2. Safeguarding the assets of SMAQM
3. Preventing fraud
4. Avoiding mistakes
5. Keeping financial records in accordance with the governing document and relevant legislation (e.g. Charities Acts, Companies Acts etc.)
6. Preparing annual accounts in accordance with the governing document and relevant legislation
7. Timely submission of Annual Report to SMAQM and the Charity Commission (within 10 months of financial year end).
8. Delegating specific areas of responsibility as deemed appropriate.

Southern Marches Area Quaker Meeting
Cyfarfod Crynwyr Rhanbarth Y Gororau Deheuol
Registered Charity No: 1134528

This policy was agreed by Trustees of SMAQM on 27th January 2019 minute 19/01e

Penny Harding

Clerk of Trustees

Accepted by Southern Marches Area Quaker Meeting on 9th March 2019 minute 19/30b

Stevie Kraye

Clerk of Area Meeting

This policy and the associated procedures will be reviewed every two years by the Trustees and revised as necessary.