

## **Financial Control and Expense Policy**

### **Introduction**

This policy sets out the principles for Financial Control and Expenses within the St Thomas of Canterbury Junior School PTA.

It is relevant to all within the association and is endorsed by the committee of the St Thomas of Canterbury Junior School PTA.

### **Applicability**

This policy is applicable to all committee members who are legally responsible for the running of the association and for all members of the association who are entitled to be reimbursed for out-of-pocket expenses which they legitimately incur whilst supporting the delivery of the association's objectives.

### **Bank Account Management**

- The bank mandate will require two signatures from a pool of three to four signatories
- The Treasurer and Vice Treasurer will operate the bank account and retain passwords for online banking.
- Any payments made through online banking should be authorised.

### **Expenses**

All committee members will be reimbursed for reasonable expenses incurred whilst carrying out their duties as a trustee of the St Thomas of Canterbury Junior School PTA.

Receipts must be provided for all expenses.

All claims for reimbursement must be made within 30 days of the date of expense.


### **Purchases**

Members of the association are entitled to be reimbursed for purchases made for the association. Purchases must have already been agreed by the committee as an approved spending of funds.

Receipts must be provided for all purchases. All claims for reimbursement must be made within 30 days of the date of purchase.

This policy will be reviewed annually by the St Thomas of Canterbury Junior School PTA.

**Adopted at a meeting held on 16<sup>th</sup> September 2022.**

Date: 16/9/22  
Name: CALLY STANLEY  
Position: CHAIR  
Signature: 

Date: 16.9.22  
Witness Name: Natasha Hayward  
Position: Treasurer  
Signature: 