



# Cardiff Astronomical Society

## Finance Policies and Procedures

Version 1.2

02 September 2025

### Document History

Date	Author(s)	Version	Comments
31 July 2024	M Bradley	1.0	Document completely rewritten for improved clarity
18 Sept 2024	M Bradley	1.1	Addition of passenger mileage allowance
2 Sept 2025	M Bradley	1.2	Amendment to content of monthly treasurer report to committee

### Introduction

1. Cardiff Astronomical Society is a registered charity and must have a financial policy to cover all its financial activities. This document seeks to provide advice and guidance to members of CAS who become involved in any financial activity relating to the society. It outlines the financial controls required to:

- a. protect CAS assets, including its money and property.
- b. make informed decisions about CAS financial position.
- c. meet legal duties and manage CAS resources responsibly.
- d. provide advice and guidance to CAS Members regarding legitimate expenses.

2. Fraud and financial mismanagement can happen at any charity. Using the advice and guidance outlined in this document will help CAS members:

- a. identify and manage CAS finances and assets.
- b. keep good quality accounting records.
- c. prepare timely and relevant financial information.
- d. make sure its financial reporting complies with the relevant legal requirement.

3. Mismanaging of any societies finances or assets can damage:

- a. CAS financial viability, with consequences for how it delivers its services.
- b. member's morale.
- c. the reputation of CAS.
- d. public trust and confidence in charities.

### Responsibilities

4. The Treasurer is made responsible, by the Trustees, for handling the finances of the CAS and in doing so must comply with any legal requirements. The Treasurer will follow the processes and policies in this document, and recommendations for good practice in the document titled Internal financial controls for charities (CC8).

<https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8>

5. The Treasurer must ensure that all CAS money is always accounted for.

6. Although the Treasurer is a Trustee, all Trustees remain responsible for CAS financial management and for implementing and monitoring the policies and processes in this document.

7. All members of CAS who are entrusted to hold monies belonging to CAS must take utmost care to ensure the security of such items.

8. CAS members must remain vigilant to existing and novel methods of fraud such as PHISHING, and fake emails claiming to be from committee members, attempting to gain unauthorised access to CAS bank accounts.

### Financial Year

9. The CAS financial year is 1st January to 31st December.

### Finance Reports

10. The Treasurer will provide to committee meetings, a report of the current state of CAS finances. This report will be a summary containing the following:

- a. Bank balances.
- b. Money held in PayPal account.
- c. Amount of petty cash held by Treasurer and any other members.
- d. Any other funds.
- e. Any significant transactions.
- f. Any outstanding bills.
- g. Highlighting any concerns.

11. At the end of every financial year the Treasurer will prepare a report for the Trustees on the performance of the society over the previous year. This is a legal duty. It is to include:

- a. A breakdown of all income.
- b. A breakdown of all outgoings.

- c. A report detailing the performance of the society's accounts compared to the predicted performance in the previous report.
- d. A simple summary of income versus outgoings to show the loss or gain during the year.

12. At the beginning of the financial year the Treasurer is to prepare a budget for the CAS for the forthcoming 12 months. This budget is to be submitted to the Trustees for approval and is to include:

- a. Predicted income and its source.
- b. Predicted expenditure and its source.
- c. A summary report of the expected performance of the CAS funds for the following year.
- d. A report detailing any impact on the agreed reserve.

13. At the meeting of trustees on 29 November 2016 it was agreed that due to the small size of the CAS finances it was not necessary to have the accounts professionally audited.

#### CAS Raffle

14. The CAS Raffle held on "Talk Nights" is a Private Society Lottery and is exempt from the need for a gambling licence. The Treasurer is tasked with organising, or delegating organisation of, this raffle.

#### Reserves Policy

15. At the Meeting of trustees which took place on 29th November 2016 the following item was agreed.

"The Trustees agreed that the reserves policy of the Cardiff Astronomical Society should be as follows: "In order to meet expenditure on unexpected eventualities and to protect against any sudden and significant decrease in the Society's subscription income the Society will maintain a level of reserves equivalent to the amount of subscription income accrued in the previous full financial year (rounded up to the nearest multiple of £500). Such reserves may be spent partly or in full subject to any change in the level of reserves being agreed by a minimum of four Trustees voting in favour and provided that an agreed plan is established for the replenishment of the reserves up to the agreed level as quickly as considered by the Trustees to be appropriate. The level of reserves shall be kept under constant review by the Trustees and this policy will be reviewed annually and whenever there are significant changes in the Society's aggregate financial holdings". It was noted that at least 4 of the Trustees must be in favour of any expenditure by the Society which would result in the agreed minimum level of reserves being breached and any such breach should occur only in extreme circumstances."

#### Expenses Policy

16. All Members of Cardiff Astronomical Society (CAS) are entitled to be reimbursed for expenses which they legitimately incur while promoting and supporting the delivery of CAS objectives. The Policies & Procedures in this document apply to all persons involved with CAS and are based on the Charity Commission's guidance on reimbursing expenses incurred by Trustees in its publication "Trustee Expenses and Payments" (CC11). Although the document refers specifically to Trustees the guidance regarding reimbursement can equally be applied to all CAS members.

[www.gov.uk/government/publications/trustee-expenses-and-payments-cc11/trustee-expenses-andpayments](http://www.gov.uk/government/publications/trustee-expenses-and-payments-cc11/trustee-expenses-andpayments)

17. CAS reserves the right to change its Expenses Policies & Procedures to maintain consistency with current accepted best practice, and otherwise to meet the needs of the society. Whenever possible CAS will give appropriate advance notice of any such changes. However, CAS reserves the right to change these Expenses Policies & Procedures with minimal or no notice when reasonably expedient to do so.
18. When it is not practical to use public transport, or where more than one person is travelling the same journey, travel by private vehicle (car, motorcycle, etc) is allowed and a mileage allowance (at the rates available from the Treasurer) will be paid.
19. Members may only use a private car in connection with CAS activities if, at the time of each journey it complies with the relevant UK laws for the vehicle. It is the driver's responsibility to ensure compliance with the law.
20. The actual mileage incurred travelling to the CAS event may be claimed. Usually this is from a member's home address to the event but a member who must travel further, for example to collect assets or passengers for the event, is entitled to claim that additional mileage. If in doubt, please contact the Treasurer for approval.
21. When carrying passengers to CAS events for which claims are authorised, the member may claim 1p per mile for each passenger carried.
22. Parking costs incurred when on CAS activities may also be reimbursed.
23. Fines and parking violations will not be reimbursed by CAS.

#### Other Types of Expenses

24. The above examples of expenses claims are illustrative, not definitive. Expenses not detailed above will only be paid if authorised (in advance whenever possible) by the Treasurer or, if not available, a person appointed by the Trustees to act on his/her behalf.

#### Submitting Claims for Reimbursement of Expenses & Purchases

25. Before incurring an expense, the member must first secure the approval of the Treasurer that the expense can be reimbursed. It must be noted that some expenses cannot legally be reimbursed and in these instances the claim will be rejected, and the member may find themselves bearing the cost.
26. Claims for the reimbursement of expenses must be submitted on the CAS approved claims form. (Contact Treasurer if unable to access this document online). Ad hoc claims will not be considered.
27. Claims for the reimbursement of expenses must be accompanied by documentary evidence of the expense (e.g. point-of-sale receipt, travel ticket, etc). Where such evidence is not available a written explanation must be submitted to the Treasurer for approval and accounting purposes.
28. It is the CAS policy to pay the travel and subsistence expenses of visiting speakers. When the speaker is a CAS member, CAS will not pay their travel expenses (they would be

travelling to the meeting anyway and therefore would not have incurred extra expense) but CAS will pay for a pre-talk meal in the University refectory or nearby hostelry.

29. Claims should be submitted for reimbursement as soon as practicable after they were incurred. This is to facilitate the smooth running of the CAS finances. Gathering expenses claims and submitting them in one large batch is discouraged.

30. Payment will usually be made by BACS transfer directly to the claimant's bank. Alternatively, payment for items below £10 can be made from petty cash if preferred by the claimant.

#### Misuse of Funds

31. CAS will take immediate action if it is suspected that funds have been misused. This action could be changing the policy to cover a loophole or, where crime is suspected, involving the authorities. In the case of the latter the Charity Commission must also be informed.

#### Review

32. This policy document shall be reviewed, including for compliance with legislation, annually by the Treasurer.

33. Additionally, a review should take place following any significant financial issue, or a narrowly avoided financial issue.

Mike Bradley  
Treasurer  
Cardiff Astronomical Society  
September 2025