

## **Barby Townland & Educational Charity**

### **Grants and Expenditure Authorisation**

**September 2019**

The Trustees have considered arrangements for the approval of grants and expenditure and have agreed the following framework.

#### **Grants**

Usually, applications for funding from local organisations will only be considered and approved at the next meeting of the Trustees.

Exceptionally the Chairman can agree grant applications of up to £200, if the funding is required before the next scheduled meeting of the Trustees. Grants over £200 can be considered outside of meetings if a) they are genuinely urgent and b) all Trustees are sent the information by email to enable them to give comments.

Where applications are for an amount exceeding £1000, the Trustees may ask the applying organisation to provide a copy of their most recent accounts before a funding decision is made. Applicants may also be asked to provide up to three quotations for the supply of equipment or work.

Applications for the Young People's Grant of £100 do not normally need to be considered by the Trustees and can be approved by the Treasurer, in consultation with the Chairman if required.

#### **Expenditure**

Individual Trustees can approve expenditure of up to £50. This should be reported to the treasurer as soon as possible.

The Chairman can approve expenditure of up to £250. This should be notified to the treasurer as soon as possible and reported to the first committee meeting following the expenditure.

Amounts between £250 and £2000 require the agreement of the Trustees. Normally this should be brought to the first meeting of Trustees for discussion and approval. If the funding is required before that, Trustees should be advised of the proposed expenditure and invited to comment. If there are questions or concerns about the expenditure, then a meeting should be held to discuss the issues before the expenditure is committed. If no objections or queries are raised, the expenditure can go ahead.

Amounts above £2000 require the approval of the Trustees at one of their meetings. At least two and preferably three quotes must be sought for all work valued at over £2000.