



Sandwich Bay Bird Observatory Trust

Guilford Road, Sandwich Bay, Sandwich, Kent, CT13 9PF

www.sbbot.org.uk sbbotmail@gmail.com 01304 617341

Registered
Charity
no. 289343

Financial Authorisation Policy

Only expenditure that has been appropriately approved will be paid.
Approvals must be recorded in writing (documentation in minutes is appropriate).

- A minimum of 2 trustees can approve up to £200 on one item.
- 3 of the 4 officers (Chair, Vice-chair, Treasurer, Secretary (or, in their absence, other Trustees delegated by them) can approve emergency expenditure, such as repairs to the sewage system or water tank.
- Council must be informed of all other expenditure up to £2000. This may be done via e-mail.
- Expenditure of greater than £2000 must be approved by Council. This may be done via e-mail.
- Expenditure that is over 20% of the charity's funds must be approved by two thirds of the whole Council and minuted at a meeting.

The following expenditure is pre-approved and need only be referred for further approval if the limits are to be exceeded:

Expenditure	Limit
Kitchen / cleaning supplies	£100 / month
Office stationery	£400 / quarter
Postage stamps	£800 / newsletter
Production of Newsletter	£250 per quarter, £1000 per annum
Repair of conservation equipment	£100 / item after referral to Trustee responsible.
Thursday club speakers	£150 / speaker
Utilities and rent	On demand
Wages	On demand
Insurances	On demand
Bird rings	On demand
Oil	On demand
Annual Report	£5000
Confectionery and bird seed	On demand
Shop expenditure	Approved by shop committee
Observatory holiday advances	On demand, agreed between Treasurer and tour leader in writing. (E-mail is acceptable)

Distribution of financial information to members.

Only financial accounts that have already been presented to Council can be shared with members.

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