



Canterbury for Ukraine (C4U)

Account management policy

Approved: 10 June, 2022

1. This policy applies to all accounts including the petty cash accounts managed by or on behalf of Canterbury for Ukraine Charitable Association unless a separate policy is designed for specific accounts.
2. Before an annual or an interim budget is approved, the following procedure applies for approval of all payment transactions:
 - The Chair and the Treasurer can approve the spending of up to 200 GBP in a single transaction, but not more than 500 GBP in total between the meetings of trustees unless authorized by the decision of the meeting of trustees;
 - Transactions over 200 GBP have to be approved by three trustees;
3. All payment transactions within the approved budget are subject to the following approval procedure:
 - The Chair and the Treasurer can approve the spending of up to 500 GBP in a single transaction;
 - Transactions over 500 GBP have to be approved by three trustees.
4. Approval can be provided electronically.
5. All petty cash in excess of 100 GBP should be deposited to a bank account within 14 days after receiving.
6. In case the Chair or the Treasurer are not available to approve a transaction, the other Trustee with the right to approve transactions can authorize the transaction;
7. In case a transaction benefits a Trustee with the transaction approval right (e.g. reimbursement), such Trustee cannot authorize this transaction. If such transaction is above 500 GBP, it should be approved by the meeting of Trustees.
8. The Chair and Treasurer within the 6 months from appointment should develop and propose for approval by Trustees the interim budget for the next 6 months.
9. The Chair and Treasurer by 4 weeks prior to the annual General meeting should develop and propose for approval by Trustees the annual budget which then should be presented at the General meeting for approval together with the annual report.
10. The list of trustees, who have rights to authorise payment transactions from the C4U accounts is approved by the General Meeting.
11. The Treasurer is responsible for keeping records of transactions on all C4U accounts.
12. The temporary arrangement starting June 2022 (until C4U has its own bank account) is for all income to be passed to KRAN to be banked in their account and the C4U treasurer will record all such income on a spreadsheet shared with the C4U chair and KRAN's finance officer.