



## 1. Introduction

The Hereford Diocesan Guild of Bellringers (HDGB) is a registered charity dedicated to advancing the Christian religion through the ringing of bells, promoting and encouraging the art of bellringing, fostering fellowship among ringers, and caring for bells within the Diocese. This financial policy ensures that the Guild's financial affairs are conducted with transparency, integrity, and accountability.

## 2. Financial Responsibilities

- The Trustees of the Guild have ultimate responsibility for the financial management of the charity.
- The Treasurer is appointed to oversee the day-to-day financial operations, maintain proper records, and report regularly to the Trustees and Guild members.
- All financial decisions must align with the Guild's aims and comply with charity law and best practices.

## 3. Income

- All income, including subscriptions, donations, grants, and fundraising proceeds, must be properly recorded and banked promptly into the Guild's designated bank account.
- Any restricted funds received must be used solely for their intended purpose and clearly identified in the accounts.

## 4. Expenditure

- All expenditure must be in furtherance of the Guild's charitable objectives.
- Supporting documentation (invoices, receipts) must be retained.
- The Guild shall avoid entering into financial commitments beyond its means.

## 5. Reserves Policy

- The Guild shall maintain a level of reserves appropriate to meet its ongoing commitments and safeguard its financial stability.
- The Trustees will review the reserves policy annually and ensure funds are used effectively to support the Guild's aims.

## 6. Financial Reporting

- The Treasurer shall prepare regular financial statements and present them at each Trustees' meeting.
- An annual financial report, independently examined, shall be presented to the AGM and submitted to the Charity Commission as required.



### 7. Fundraising and Donations

- All fundraising activities shall comply with relevant legislation and reflect the Guild's values.
- Donors' wishes regarding restricted donations will be respected and documented appropriately.

### 8. Asset Management

- The Guild shall maintain an inventory of its assets and ensure appropriate insurance coverage.
- Significant purchases must be approved by the Trustees and documented accordingly.

### 9. Risk Management

- The Trustees will regularly assess financial risks and implement appropriate controls.
- Procedures shall be in place to detect and prevent fraud, including regular audits and segregation of financial duties.

### 10. Review of Policy

- This financial policy shall be reviewed annually by the Trustees to ensure it remains fit for purpose.
- Any amendments must be approved by the Trustees and communicated to Guild members.

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This policy reflects the Guild's commitment to sound financial governance, supporting its mission to advance bellringing, foster fellowship, and care for the Diocese's bells, and our charitable status.