

Lanman Museum Finance and Compliance Policy

1. Purpose and Scope

This policy outlines the principles and procedures governing financial management, risk, compliance, and accountability at the Lanman Museum. It applies to all trustees and volunteers involved in financial decision-making.

2. Financial Management and Controls

The Museum Trustees will:

- Maintain accurate, timely, and complete financial records in accordance with Charity Commission requirements.
- Ensure all bank accounts are in the charity's name, with controlled and monitored online banking access.
- Require two authorised signatories for all payments made via online banking.
- Require the approval of quorate Trustees for any spend in excess of £500.

3. Reserves Policy

The Museum Trustees will:

- Aim to maintain free reserves equivalent to three to six months of core operating costs to ensure sustainability and manage unexpected financial challenges.
- Review the reserves position regularly and adjust the target level as appropriate.

4. Conflict of Interest and loyalty

All Museum Trustees must declare the nature and extent of any interest, or potential interest, direct or indirect, which they have in a proposed transaction or arrangement with the Lanman Museum or in any transaction or arrangement entered into by the Museum which has not previously been declared.

They must also absent themselves from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between their duty to act solely in the interests of the Museum and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

5. Internal Risk Management

The Museum Trustees will:

- Maintain a risk register, reviewed by the Trustees at least annually.
- Assess risks for likelihood and impact, with assigned and regularly reviewed mitigating actions.
- Prioritise financial risks (e.g., fraud, loss of income) and compliance risks (e.g., data protection, legal obligations) in risk reviews.

6. Trustee Expenses

Trustees are able to claim reasonable and actual out-of-pocket expenses incurred during museum duties.

The Museum Trustees will:

- Require expenses to be supported by receipts and submitted to the Treasurer for approval and payment (which will be dual authorised by the Chair of Trustees).
- Prohibit payment to Trustees for their role as a trustee.

7. Compliance and Review

The Museum Trustees will:

- Review this policy every two years or in response to significant changes in law, regulation, or financial conditions.

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