The Guild of Enamellers

Finance Policy

Version 1.4

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1 Trustees’ financial responsibilities

The trustees of Guild of Enamellers are responsible for:

a. Safeguarding the assets of the charity.

b. Identifying and managing the risk of loss, waste theft or fraud.

c. Ensuring the financial reporting is robust and of adequate quality.

d. Keeping financial records in accordance with the governing document and relevant legislation (e.g., Charities Acts, Companies Acts etc).

e. Preparing Annual Accounts in accordance with the governing document and relevant legislation.

f. The accounts should show a true and fair view of the affairs of the Guild of Enamellers.

Trustees share joint legal responsibility for maintaining full financial records, covering both the central Guild and all UK based Regions. A copy of this policy will be given to all trustees on their election/appointment and made available to members on the website.

The Guild is managed by an Executive Committee (Exec), which includes all trustees as members. Trustees may delegate specific financial responsibilities to other Exec members, but Exec members must only act with formal delegated authority.

This policy will be reviewed annually and updated to reflect changes in practice.

2 Banking

2.1 Bank accounts

2.1.1 General usage

This section applies to all banking arrangements associated with the Guild of Enamellers, including:

a. The central Guild's current and deposit accounts

b. Any bank accounts held by Regions

c. Other financial accounts used for banking purposes (e.g., PayPal).

2.1.2 Rules

The following rules apply.

a. All bank accounts must be held in the name of the Guild of Enamellers. The recommended practice for regional accounts is to request that the bank add a second identifying string (eg "Region X") which is not part of the account name. If this is not possible the string can be added as part of the account name but must come after "The Guild of Enamellers".

b. All bank accounts belong to the registered charity – The Guild of Enamellers. The Guild Treasurer must be listed on the mandate and serve as a full signatory on every account.

c. All bank accounts must be registered and listed on the Charity Commission website.

d. Opening new accounts requires a formal decision by the trustees, which must be recorded in the minutes of a meeting.

e. Closing accounts can only be done at the trustees' request, with any remaining funds transferred to another Guild account, the account will be specified by the trustees. This decision must also be minuted at a trustees' meeting.

f. Any changes to bank mandates must be authorised by the trustees and recorded in the minutes.

g. The trustees must agree on all authorised signatories for the accounts. See section 17 of the Guild of Enamellers Association CIO constitution for guidance on decision making by trustees.

h. All bank statements must be sent directly to the Guild Treasurer.

i. All cheques require two signatures.

j. Blank cheques must never be issued, nor should a cheque be signed by one signatory in advance for another to complete later.
k. All receipts related to expenditures must be submitted to the Guild Treasurer.

2.2 Online banking

Where online operation of the bank accounts is in place only those approved by the trustees will have access to this facility.

2.3 Quickbooks

All bank accounts must be linked into the Guild’s Quickbooks accounting system

2.4 Payment by bank cards

Use of Guild debit cards on the main Guild bank accounts requires prior approval from the Guild Treasurer and must be supported by an invoice or receipt made out to the Guild. Use of debit cards held by regional bank accounts is allowed within the limitations of sections 12.2 and 3.1.g of this document.

2.5 Overdrafts

No bank account owned by the Guild may go into overdraft or go under the minimum balance to avoid penalty fees.

2.6 Transferring money between the Guild's accounts

Please also see section 12.1.3.

a. Transfers from regional accounts into the Guild's main account or deposit account. A region may chose to transfer money into the Guild's main account(s) and (if requested) it can be maintained in a separate accounting category and shown as belonging to the region.
b. Transfers of money from the main Guild account(s) may also be made to regional accounts. In this case the trustees reserve the right to impose conditions on such transfers.
c. Transfers should not be made between bank accounts owned by different regions.

3 Regional finances

3.1 Regional Finance and Purchasing Policy

a. Regions are expected to be self-financing, except for the purchase and maintenance of kilns and the initial purchase of new kiln kits, which are covered by the Guild.

b. All regional funds remain the property of the Guild. However, and subject to the limitations noted in the banking section, approved regional administrators have delegated authority to make reasonable expenditure on consumables, tutor expenses and premises hire necessary for the operation of workshops.

c. Such expenditures must be approved in writing (email) by two regional administrators (*). If there is only one administrator (the regional representative for example) involved in managing finance and workshops within a region, written approval should be requested from either another member of the region or from the Guild's treasurer

d. Copies of these approvals must be made available to the Guild Treasurer upon request.

e. Any equipment purchases, or other items not directly intended for use at a specific workshop, may be made within the limitations of sections 12.2 and 3.1.g of this document.

f. In some limited cases, it may be appropriate for a member to purchase equipment personally and then submit an expense claim to the region. However, where possible, regions should pay suppliers directly—especially for larger purchases—to avoid the use of personal accounts.

g. Any purchase over £400 must be authorised in writing by the finance sub-committee before the expenditure is made. Additionally, if cumulative regional spending will exceed £400 within a 4-week period, prior written approval must also be obtained from the finance sub-committee. There is fast-track approval process for such requests, the trustees commit to a response within 24 hours. To gain approval please email fasttrack@guildofenamellers.org and include the following information:

   - Your name and region
   - Amount you wish to spend
   - The balance in your account
   - The reason for needing to spend more than £400 in a four week period.

The mail will get sent to all trustees – positive responses from two trustees are sufficient to count as approval.

(*) Several regions are administered by a group of people. For example – one arrangement is to have:

- A regional representative in overall charge of the region.
- A treasurer – responsible for managing the regions finance.
- A secretary – assisting the regional representative.

For smaller and regions and sub groups within regions there is often only one administrator.

3.2 Regions with bank accounts

a. Regional workshop attendees are expected to pay in advance via bank transfer. In exceptional circumstances, cash payments may be accepted by the regional administrator.

b. Where cash payments are received, and a direct deposit into a Guild account is not possible, it is acceptable for the regional administrator to receive the cash and personally transfer the equivalent amount from their own bank account into the Guild's account. This practice should only be used when there is no other option.

3.3 Regions without bank accounts

Regions without bank accounts can operate in two ways, they can either

- Operate strictly on a cash basis with expenses paid in cash and workshop participants paying with cash, or
- They can use the Guild's main bank account and their finances will be tracked in a separate folder in the accounting system. In this case workshop fees could be paid in advance into the main account. Expenses (eg hire of premises) paid by regional administration and claimed back using a Guild expense claim form – these can be claimed as soon as they are incurred. Statements of the current bank account holding can be made available on request. It is likely that a cash float will still need to be maintained for smaller expenses (eg refreshments).

a. Regional administrators may retain a cash float to cover routine workshop operating costs, up to a maximum of £500. Regions that operate on a strictly cash basis are not required to maintain a float that will cover the next two workshops.

b. Advance payment for regional workshops is strongly encouraged. Regions without bank accounts may direct workshop fee income straight into the Guild's main bank account, where it will be tracked in a separate accounting folder.

c. The Guild can either:

    a. Pay venue hire costs directly, or

    b. Reimburse the regional administrator upon submission of receipts.

d. Personal bank accounts must not be used to hold Guild funds. For example, advance workshop fees must not be paid into personal accounts under any circumstances.

e. If a regional organiser covers costs personally, an expense claim must be submitted using the Guild expense claim form available on the website to obtain reimbursement, or – if the regions operates on a cash basis – claimed back from the cash float.

3.4 Regional workshops – other financial considerations

3.4.1 Refund policy

Regions should establish their own refund policy, in consultation with the Guild Treasurer. As a general principle, it is recommended that workshop fees paid in advance are non-refundable. However, exceptions may be made in specific circumstances — for example, if there is a wait-list for the workshop or if the workshop costs have already been covered without the member's contribution.

3.4.2 Reasonable expenses

Regional workshop organisers may claim reasonable expenses, but it should be clear that these costs are factored into the workshop fee and are shared equitably among all attendees.

3.4.3 Workshop income and expenditure form

After each workshop, regions must complete an Income and Expenditure Form. This should include:

a. All income received, such as attendance fees and material sales

b. All expenses incurred, including materials, organiser and tutor travel, refreshments, and premises hire.

4 Other Events

The Guild may occasionally participate in external events, such as New Designers or ICHF shows.

4.1 Rules for other events

4.1.1 Participation

All such participation must be:

a. Approved in advance by the trustees
b. Carried out using Guild-branded materials that meet appropriate branding standards
c. Supported by a pre-approved budget authorised by the Guild Treasurer, with all expenses adhering to the Guild's general expense policy.

4.1.2 Events coordinated by a region

If the event is coordinated by a Region, with expenses paid from and income directed to the Region's bank account, the Region must ensure that sufficient funds are available in advance to cover the purchase of consumables and any anticipated costs related to the event.

5 The Bursary

The annual bursary is run as a restricted fund within the accounts. The Guild contributes to the fund but the majority of costs are covered by our generous sponsors.

6 The Annual Conference

The conference is run to break even; there is a separate conference budget under the oversight of the Conference Secretary. The Guild Treasurer must approve the conference budget.

6.1 The conference budget

Income for the conference is generated through participant fees. This income must be sufficient to cover the following costs:

a. Expenses incurred by the Conference Secretary in sourcing and securing a venue

b. Venue hire and all meals for conference participants
c. Travel and accommodation for those involved in organising and delivering the conference (up to a maximum of 3 organisers)
d. Travel and accommodation for the following contributors:
    - Tutors (typically 7)
    - Masterclass presenter (1)
    - Friday night speaker (1)
    - Selectors (2)
    - Videographer
    - Hire of any specialist equipment required for the event.

6.2 Conference refunds

The Guild's policy is that no refunds will be issued if a member is unable to attend the conference.

However, after the conference has concluded, any remaining funds, once all expenses have been covered, may be considered for partial or full refunds, provided that the Guild does not incur a financial loss as a result. The finance sub-committee is responsible for approving the refund amounts.

In exceptional circumstances, for example if a conference has to be cancelled after the venue has been paid (see section 12.1.1.a) full refunds will be made.

6.3 Excess income from the conference

Excess (unplanned) income from an annual conference may either be added to central funds or used to subsidise the following year's conference. The trustees will work with the conference secretary to determine how income is allocated.

7 The Library

Expenses incurred by the librarian for posting books within the UK should be claimed from the Guild, receipts should be submitted.

The library has an annual budget of £200 which may be spent on books but prior written agreement should be obtained from the finance sub-committee.

In the event that the library has to be moved, removal expenses will be reimbursed. Approval should be obtained in advance from the finance sub-committee.

8 Expenses policy

The guidelines apply both to the expenses of volunteers who are involved with running the Guild and to expenses for non-Guild members – for example conference tutors and workshop tutors.

Out of pocket expenses incurred by volunteers who are involved with running the Guild and events approved by the Guild, will be reimbursed subject to the following

a. Expense claims must be submitted with receipts.

b. Expense claims will be authorised by the finance sub-committee and no committee member should authorise their own claim.

c. Expense claims will only be paid after the expense has been incurred and with receipts, they cannot be pre-paid into a personal bank account.

d. Expense claims for public transport and internal UK flights should be standard class and reflect the most economical option available when both time and cost are considered. Use of taxis is not an entitlement and journeys should be made using alternative more cost effective modes of transport wherever possible.

e. Travel by car will be reimbursed at the current HMRC approved rate for the shortest distance between the start point and the destination. Low emission zone charges will be reimbursed.

f. Car parking and congestion charges can be reclaimed (with receipts) but parking or other fines will not be allowed.

g. The Guild does not cover the cost of any food or refreshments for volunteers.

h. Overseas travel will only be paid for in exceptional circumstances and must have written pre-approval from the finance sub-committee before any commitment is made.

i. Overnight accommodation will only be allowed in exceptional circumstances and will need the prior written agreement of the finance sub-committee. Only the cost of accommodation will be reimbursed, the Guild does not cover the cost of food or refreshments.

9 Loans

The Guild does not make loans.

10 Guild membership fees

The membership fee is reviewed on an annual basis. The Guild is committed to keeping the membership subscription as low as possible to ensure the Guild remains accessible to all members.

11 Asset register

An asset register is maintained on the Guild's website, documenting all assets along with their initial purchase price, date of acquisition, and current location.

This register is reviewed annually to ensure accuracy and completeness.

Assets may only be scrapped or otherwise disposed of with express permission from the trustees, who will require:

a. A reason for the disposal

b. A detailed description of any fault or failure, including

- Information on actions taken, including whether a repair quote was obtained
- An explanation of who determined that repair was not economically viable.

Replacement of assets must be authorised by the finance sub-committee, and a minimum of three quotes should be obtained to ensure value for money.

12 Reserves

12.1 Main Guild accounts

12.1.1 Level of reserves

The Guild should maintain an adequate level of reserves to allow the Guild to operate for 12 months. While annual operating costs are generally low the trustees feel it prudent to maintain the reserves detailed below:

a. To cover the cost of the annual conference in the event of cancellation

b. To cover the running costs of the Guild for a 12 month period. This includes insurance, web site, accountancy fees etc.

12.1.2 Accrued funds

Accrued funds will be held in an appropriate deposit account.

12.1.3 Current account

The Guild's current account should be maintained at a level adequate to cover day to day expenses and a small emergency buffer. The Guild Treasurer should ensure adequate funds are available at all times with a minimum balance of no less than £1000 held in the main current account. The Guild Treasurer may move any surplus above this figure to the deposit account without reference to the finance sub-committee.

12.2 Regions' accounts

Regions should maintain a balance in their accounts which will cover any unpaid expenses associated with the next two planned workshops.

13 Income streams and how money is used

Where does Guild's the money come from?	How is it spent?	Who do you need to ask before spending?
Membership fees	Activities which benefit all members: • The journal • The web site • Support costs (eg accountancy, insurance)	If you want to spend money on anything which benefits all members the Guild Treasurer will need to approve a quote before any money is spent.
Donations	Unless a donor asks for money to be spent in a specific way (eg the Bursary) then these are spent in the same way as membership fees.	As above
Conference fees	Spent only on running the conference.	If you want to claim against the conference please check first with the Guild Treasurer or the Conference Secretary that it is covered in the conference budget before spending anything.
Regional workshops/have-a-go days.	Income spent on members in the region – not a benefit to all members.	Expenditure which only benefits members in a specific region should come from that regions' workshop income i.e. not from central Guild funds. Expenditure must be accurately reported to the Guild as it still has to be shown to be consistent with charitable objectives.

14 Record keeping

The Guild and all of its UK based regions are required to keep accounting records for seven years.