**THE SHELFORD FEAST – HANDLING OF MONIES BEFORE, DURING AND AFTER THE FEAST**

**(TREASURER’S PROCEDURES)**

**BANK DETAILS**

* Barclays (Great Shelford) account no. 60826340, sort code 20-17-19.
* Cheques must be signed by any two of the three officers: Chairman, Secretary, Treasurer.
* Treasurer additionally has online access to account for BACS payments.
* Paper statements received monthly; additionally transaction details exported into Excel periodically for cross-referencing payments made online and via cheques, and monies paid in via payslips.

**FILING SYSTEM(S)**

* Paper: paperwork filed under sections corresponding to each category of the Charities Commission Return form (Income and Expenditure) – see Appendix 1.
* Computer: Excel-based; main file is ‘Feast Income & Expenditure yyyy’, with a separate worksheet for each category of the Charities Commission Return form (Income and Expenditure). Links into this file are made from a further four Excel files:
  + ‘Feast Ticket Pre-Sales yyyy’
  + ‘Feast Ads & Sponsors yyyy’
  + ‘Feast Takings yyyy – bar, food, door’
  + ‘Feast Sunday Stalls yyyy’

**BEFORE THE FEAST**

* Ascertain likely expenditure (and income), eg band fees, income from sponsors and programme ads.
* Some bands request deposits when booked; try to persuade them to take these – and final payments – via BACS rather than cash.
* In May/June place order with Barclays Bank for cash, night safe boxes, and night safe key, usually split over three dates a week apart leading up to Feast week. The breakdown is given in Appendix 2 (NB: £5 notes and £1 coins are always in great demand).
* Check with Dave Bailey whether he’s happy for us to use his safe; assuming yes, obtain key from him via Simon or Graham.
* When programme is finalised, send out invoices for ads and sponsorships.
* Ensure there are sufficient freezer boxes for the stall floats. In the week prior to and during the Feast make up the floats for the stalls: there are usually around 40 “small” and 4 “large” stalls – see Appendix 3 for typical floats.
* Sound out people to count money and issue stall floats on Feast Sunday.
* Check whether Malcolm Watson is happy to perform external/independent review of accounts.

**DURING FEAST WEEK**

* First official event is SYD night on Tuesday.
* Collect coin bags & fivers from Barclays for floats.
* Process for handling monies each night:
  + Before event:
    - Prepare large plastic boxes (eg ex-coleslaw) with floats for Bar, Food and Door – see Appendix 4 for typical floats during the week.
    - Fill up a further six large plastic boxes with change (10p, 20p, 50p, £1, £2 coins, £5 notes), and keep additional spare bag of each coin denomination in car boot ;
    - Prepare envelopes with band fee(s);
    - Arrive on site at least an hour before event;
      * park car as close to Scout hut as possible;
      * transfer money boxes and envelopes to safe;
    - give out floats and get them signed for (initials) in the appropriate column (see Appendix 5 for template). Typically bar runs 3 tills, food tent 1 or 2 tills, door uses large flat plastic box.
  + During event:
    - requests for additional change: exchange fivers and/or coins for £10 and £20 notes, keep notes in the relevant boxes; one person counts, the other checks the counting.
    - collecting £10 and £20 notes from tills: prevent build-up of these notes in the tills by regular checks throughout the event, and cream off notes. Again, one person counts, the other checks; staff member signs the appropriate column and notes time of collection. Place notes in numbered freezer bag, note bag number on form under ‘Collection x’, put bag in safe (note: typically, bar manager does the checking/creaming off, food staff leave it till end of event, ditto door (Myra) who transfers £100-wads of notes to her trouser pockets during quiet times at door).
    - Pay out fees for the event, getting rep(s) to check money and sign form to acknowledge receipt (see Appendix 6 for template).
  + After event:
    - Cash up: separately for each of bar, food and door count all monies (one counts, one checks) and record on form, total up and determine profit after deducting float. Get rep to sign in main box.
    - Transfer everything to car boot, leaving safe empty and with door unlocked.
    - At home, park car in locked garage overnight.
    - Following morning, double-check all the monies collected against the forms.
* Preparing fee envelopes for acts:
  + Wednesday morning: prepare fee for Wednesday night (Comedy) from Tuesday night income.
  + (no fees required on Thursday evening – Quiz Night)
  + Thursday/Friday/Saturday mornings (try to do as much as early as possible): from income to date prepare fees for acts on:
    - Friday night;
    - Saturday afternoon (Beer Festival);
    - Saturday night;
    - Sunday (Feast Day).
* (Ideally) on Friday start preparing additional floats for bar, food and door for weekend events (Beer Festival, Saturday night, Feast Sunday). Complete on Saturday morning.
* Sound and lighting: pay Terry approx 50% of his fees via BACS on Wednesday/Thursday; pay remainder on Sunday in cash.

**FEAST SUNDAY (additional items)**

* Arrive on site no later than 10:30, with floats for Door, Bar, and Food; and large plastic trunk with floats for stalls.
* Set up table in marquee by main entrance for handing out stall floats, and have it manned all day (Chris). Stallholders collect their floats and sign for them; when concluded stallholders return float boxes with proceeds – see Appendices 6 and 7 for money-handling templates. Individual stalls need not count their monies (although some do).
* From about 2pm set up counting team (in store room, Scout hut) consisting of at least 2 people: one counts, other checks. Focusing on notes only:
  + checkers keep list of freezer bag numbers and count their contents;
  + supply checkers with notes taken from food tills at 2-hourly intervals;
  + when appropriate, bundle up notes (£1000 in £20 and £10 notes; £500 in fivers);
  + Bank runs (ideal scenario = little and often):
    - Place max of £4000 in night safe carton (with paying in slip!);
    - Use different pairs of runners to deposit cartons in Barclays night safe.

**AFTER THE FEAST**

* Monday/Tuesday: money counting at home, one counts, one checks.
  + Do notes first and bank;
  + Count and bag coins (small bags) – see Appendix 8;
  + For each denomination, count out appropriate number of small bags (20 or 25), weigh each bag to double-check contents, place in large plastic bags and seal.
  + Bank all full large bags – this is usually straightforward as they simply weigh the large bags;
  + Do final bank run with remaining coins.
* Send Sarah a list of how much profit each stall made.
* Chase up:
  + Expenses from Bunch members;
  + Monies from ads and sponsors (and acknowledge receipt of payment);
  + Invoices from food and drinks suppliers, printers, marquee and toilets.
* After each BACS payment print off proof of payment slips.
* Send thank-you notes to those who made donations.
* Claim Gift Aid where appropriate.
* Update the Excel records, and the two summary sheets:
  + Pre-Disbursement: from before the Feast to after the Feast, in order to calculate the year’s profit, and how much we are able to disburse;
  + Year-End Summary: a record for the calendar year, as required for the Charities Commission Return.
* When accounts are ready, ask Malcolm Watson to perform the external check.
* Prepare and submit the Charities Commission Return.

Ian Macpherson

31 August 2015

**APPENDIX 1 – Charities Commission Return categories**

|  |  |  |  |
| --- | --- | --- | --- |
| **A1** | **Income (Receipts)** | |  |
|  |  |  |  |
|  | A1.1 | A1.1.1 | Ticket pre-sales |
|  |  | A1.1.2 | Programme pre-sales |
|  |  | A1.1.3 | Ticket and Programme sales |
|  | A1.2 |  | Bar |
|  | A1.3 |  | Food |
|  | A1.4 |  | Stalls |
|  | A1.5 |  | Sponsorship |
|  | A1.6 |  | Adverts in programme |
|  | A1.7 |  | Donations |
|  | A1.8 |  | Interest from building society etc |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **A3** | **Payments** | |  |
|  |  |  |  |
|  | A3.1 |  | Advertising |
|  | A3.2 |  | Bar sales (drinks & snacks) |
|  | A3.3 |  | Entertainments |
|  | A3.4 |  | Establishment costs |
|  | A3.5 |  | Food |
|  | A3.6 |  | Miscellaneous |
|  | A3.7 |  | Tickets & programmes |
|  | A3.8 |  | Raffle prizes, trophies, medals |
|  | A3.9 |  | Safety & security |
|  | A3.10 |  | Charitable donations |
|  |  |  |  |

**APPENDIX 2 – Request for notes & coins from Barclays Bank**

Hilary Sistig

Barclays Bank

Great Shelford

Cambridge

15 June 2015

Account No: 60826340

Sort Code: 20-17-19

Dear Hilary

**The Shelford Feast 2015 – Order for Cash, Night Safe Boxes and Key**

Please may I place an order for the following sums to be collected on the dates indicated below:

|  |  |  |  |
| --- | --- | --- | --- |
| **DENOMINATION** | **Collection 1 (£): Friday 19nd June** | **Collection 2 (£): Wednesday 1st July** | **Collection 3 (£): Wednesday 8th July** |
| £5.00 | - | 2000 | 4000 |
| £2.00 | 1000 | 1000 | 1000 |
| £1.00 | 2000 | 2000 | 4000 |
| 50p | 500 | 500 | 250 |
| 20p | 250 | 250 | - |
| 10p | 100 | 200 | - |
| **TOTAL** | **3850** | **5950** | **9250** |

Please could I also pick up however many night safe boxes are available, plus key, on the second collection date (Wednesday 1st July). As before, we can recycle these during the feast weekdays (Tuesday 7th – Friday 10th July) if necessary.

Many thanks in advance for your help.

Yours faithfully

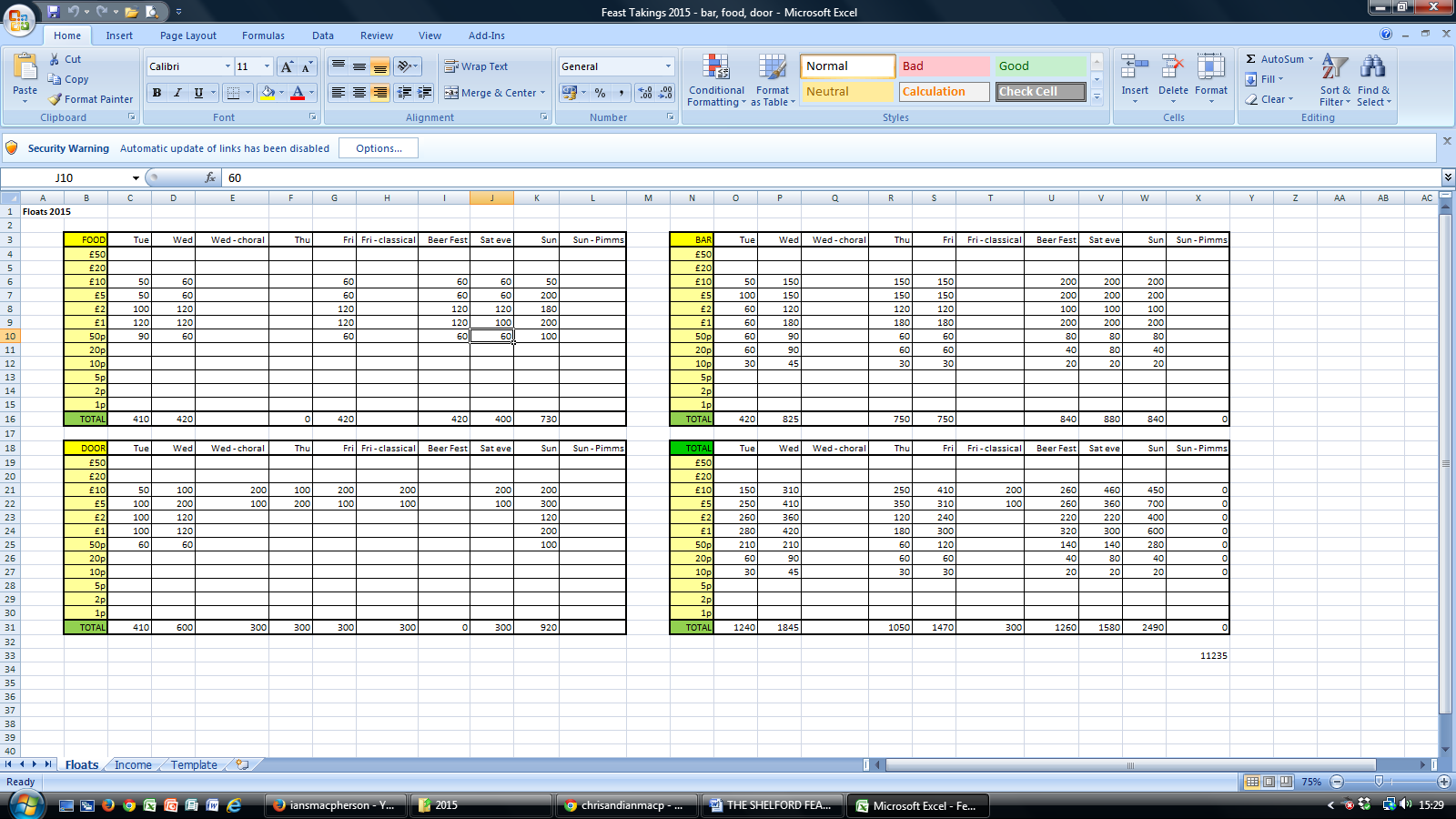
Ian Macpherson,

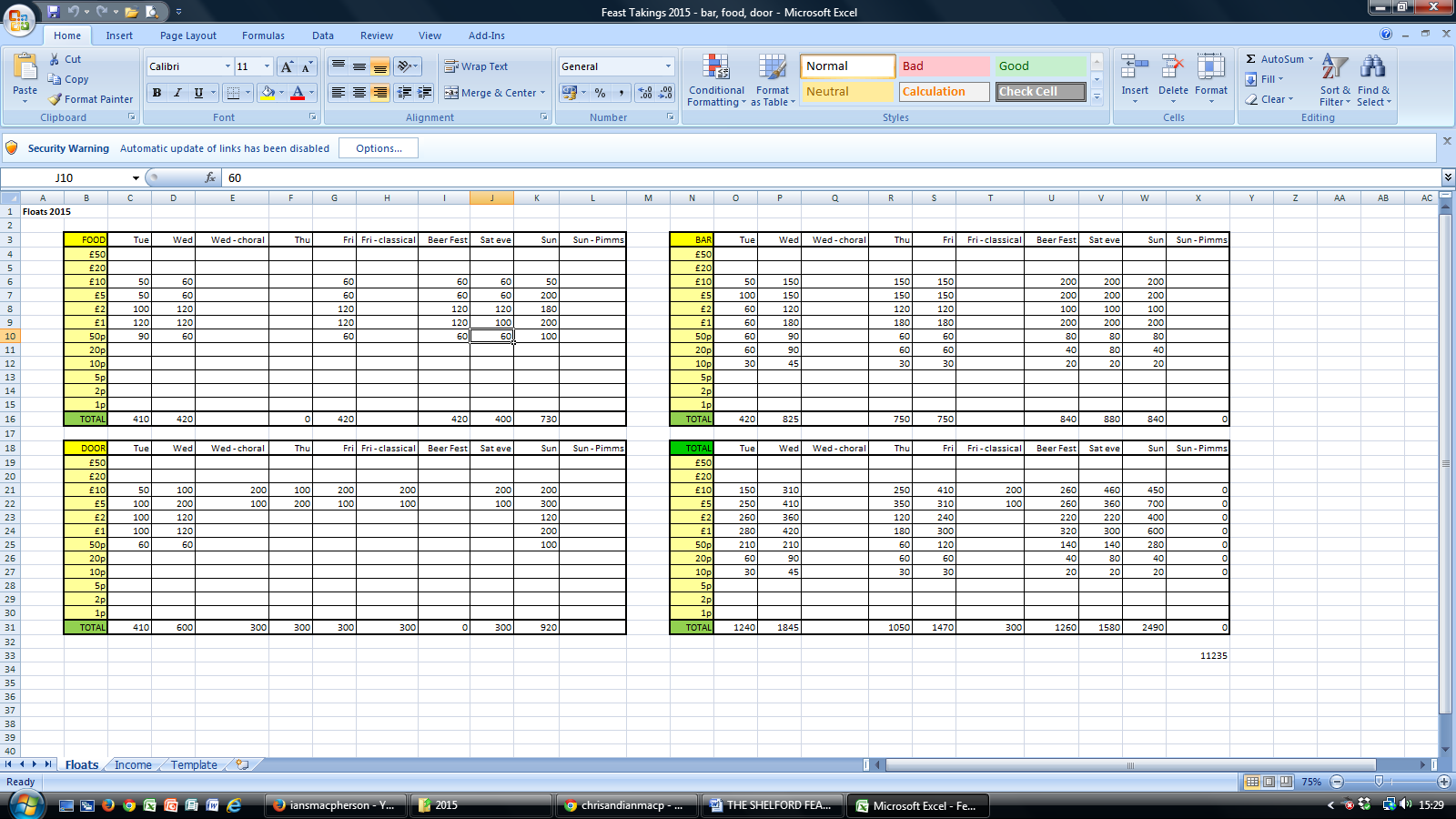
Treasurer

**Appendix 3 – Typical floats for Sunday stalls**

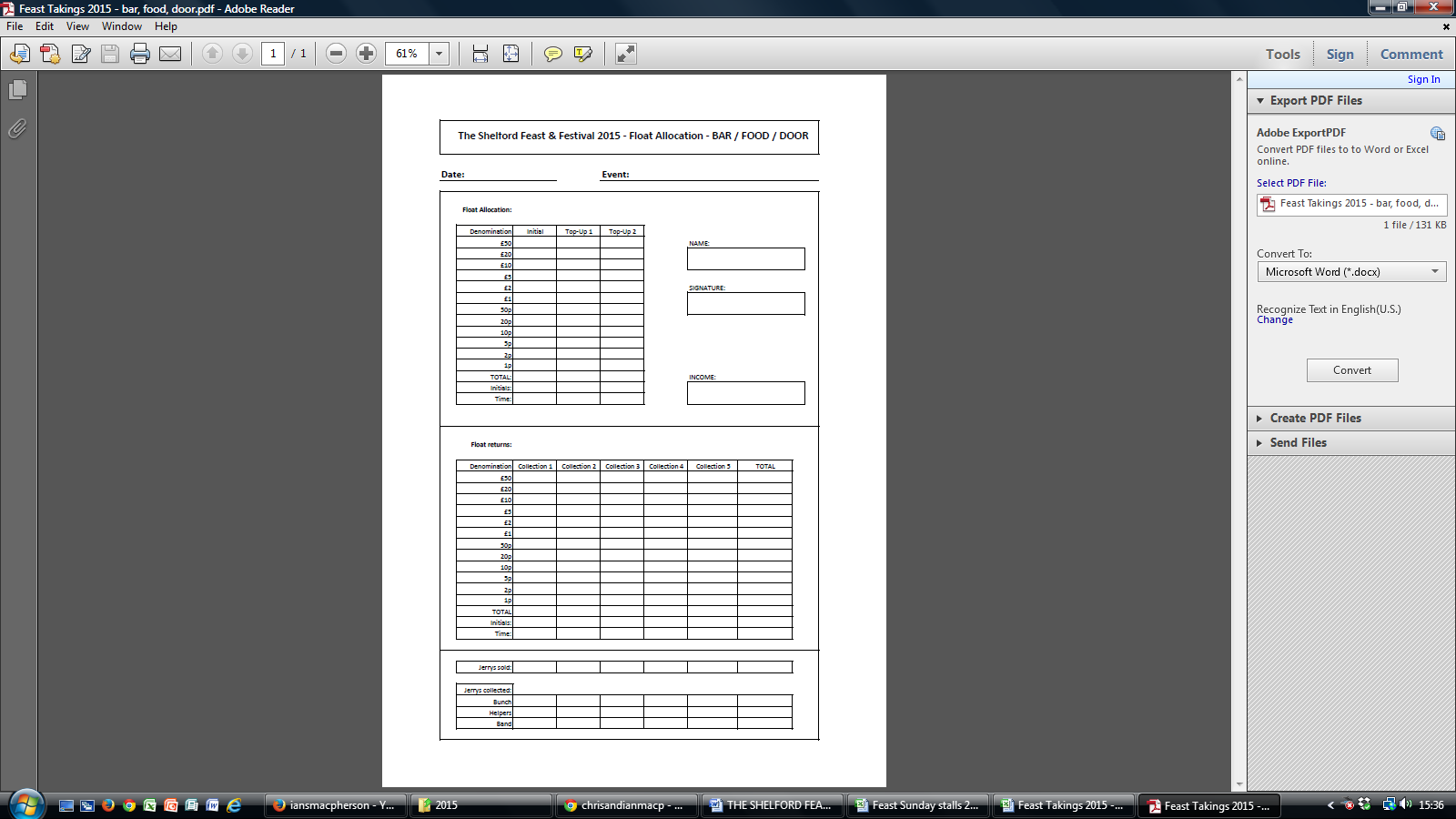
|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  | A | B | C | D |
| Denomination | Small Stalls | Panto/ Soft Drinks | Teas | Barrow of Booze | Deli |
| £50 |  |  |  |  |  |
| £20 |  |  |  |  |  |
| £10 |  | 20 | 20 | 30 | 30 |
| £5 |  | 30 | 30 | 50 | 50 |
| £2 |  | 20 | 20 | 40 | 20 |
| £1 | 10 | 70 | 60 | 60 | 40 |
| 50p | 5 | 25 | 20 | 20 | 10 |
| 20p | 5 | 15 | 10 |  | 20 |
| 10p |  | 5 | 5 |  | 5 |
| 5p |  |  |  |  |  |
| 2p |  |  |  |  |  |
| 1p |  |  |  |  |  |
| TOTAL: | 20 | 185 | 165 | 200 | 175 |

**Appendix 4 – Typical floats for weekday events**

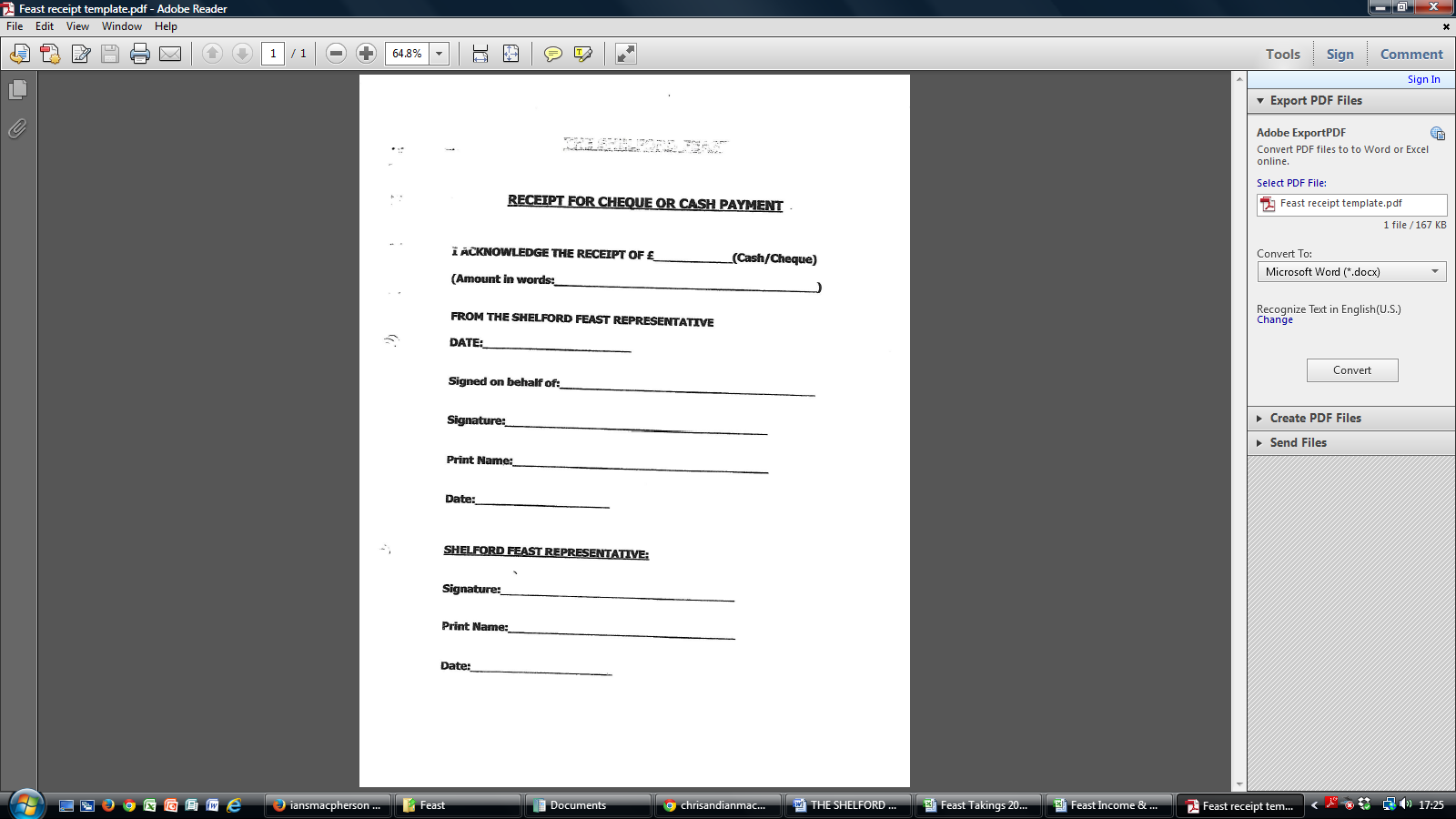




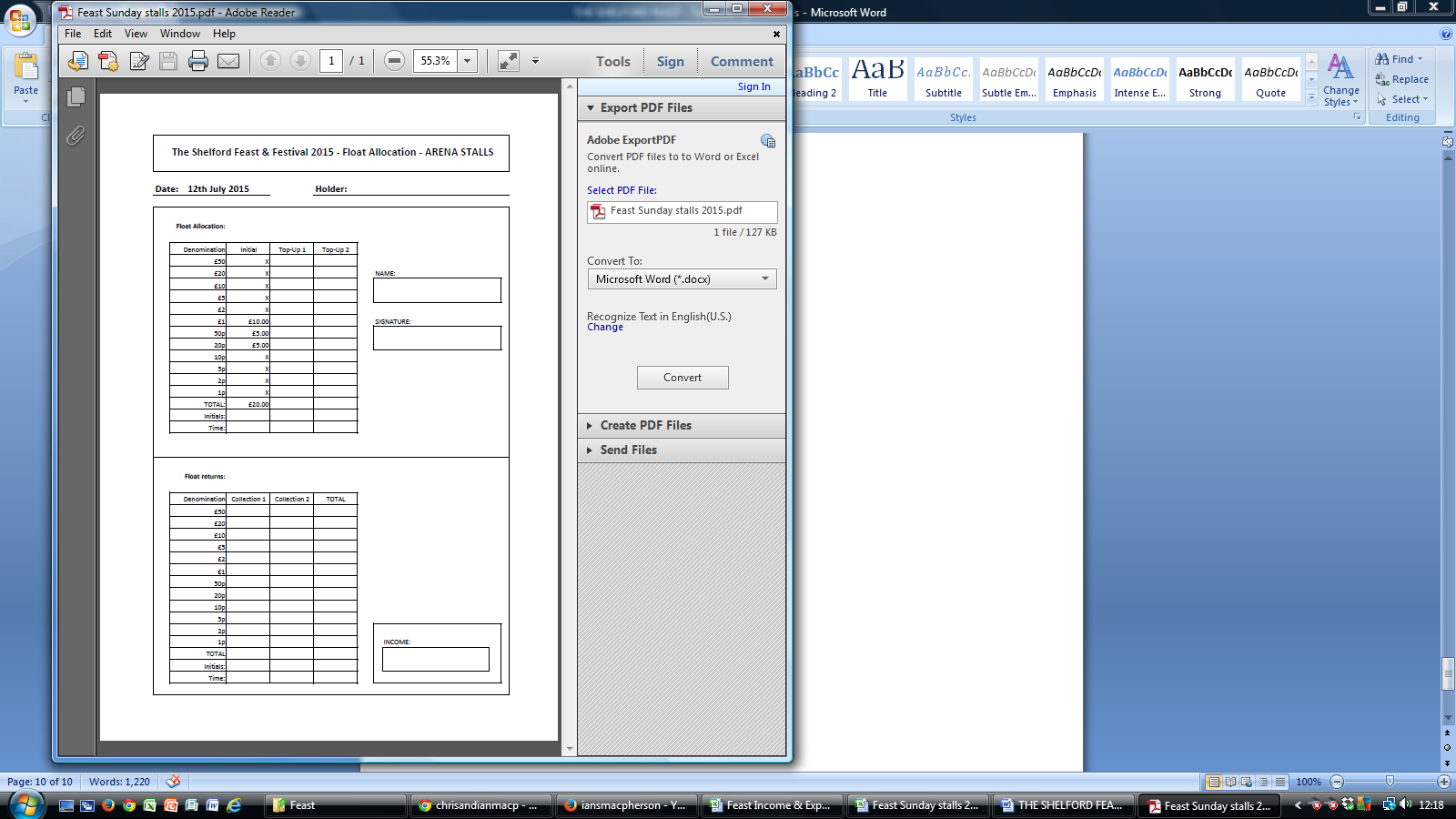
**Appendix 5– Template for handling monies at events**



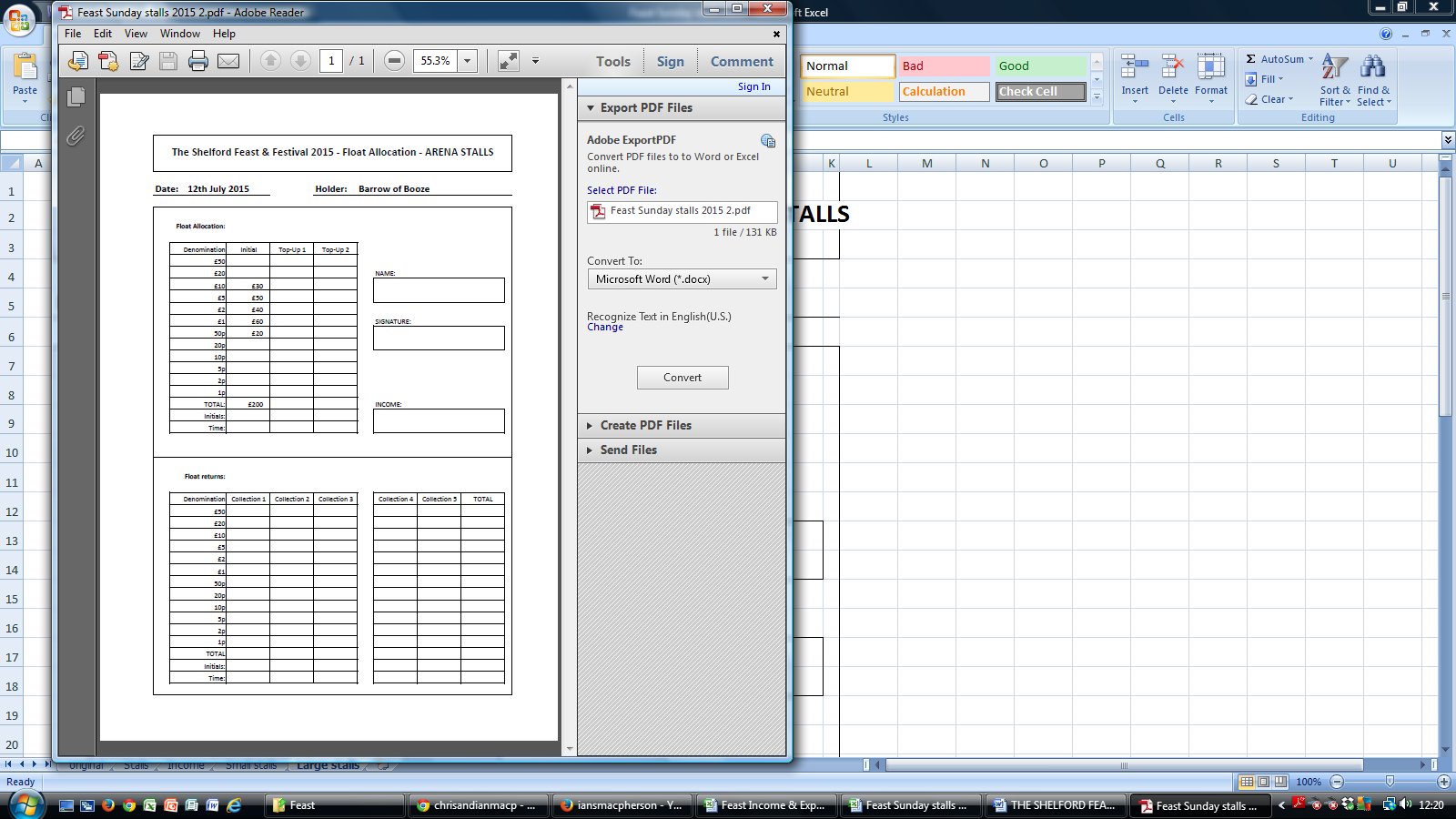
**Appendix 5– Template for cash/cheque receipts from the Treasurer (/other Feast rep)**



**Appendix 6– Template for stallholders (‘small’ stalls)**



**Appendix 7– Template for stallholders (‘large’ stalls)**



**Appendix 8– Banking bundles of notes, and small/large bags of coins**

