

J Clare Productions Ltd.

J Clare Productions Ltd. Finance Policy

J Clare Productions Ltd. (JCP) strives for high standards in all aspects of its work and, through the policies and procedures in place, aims to be fair at all times and provide satisfaction to anyone using the services it provides. The staff and contractors who represent the organisation are committed to high standards of conduct and service at all times. This policy will be made available to members of the public on request.

1. Introduction

1.1 Financial records will be kept so that JCP can:

- Meet its legal and other obligations, e.g. Inland Revenue, Customs & Excise, Companies Act, Common Law.
- Enable the Management Board to have control of the organisation's finances.
- Enable the organisation to meet contractual obligations.
- Clearly delineate between productions
- Clearly delineate all investment aggregation in productions where JCP is not the Lead, Co- or Associate Producer

1.2 The organisation will keep proper books of account, which will include:

- Keeping all transactions up to date and reconciled monthly in Xero accounting software
- A petty cash book if cash purchases are being made.
- Invoices from freelance staff

1.3 The financial year for JCP will end on 31 May.

1.4 Accounts will be drawn up after each financial year by a certified accountant within three months of the end of the year and presented to the next annual general meeting of the Advisory Board (AGM).

1.5 Accounts will be drawn up for each production where JCP is the lead producer and signed off by a qualified accountant.

1.8 All financial records shall be kept for a period 7 years and disposed of following data protection guidelines.

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2. Bank

- 2.1 JCP will bank with the Lloyds Bank where the current account will be held in the name of J Clare Productions Ltd..
- 2.2 For all shows (apart from small fringe shows) ie. Off West End, West End, mid to large scale touring – both national and international – SPV (Special Purpose Vehicle) accounts will be set up, so that JCP is insulated from risk.
- 2.3 JCP will require the bank to provide statements and these will be reconciled via Xero monthly. The Advisory Board member with a remit for finance will oversee this reconciliation at least once a year.
- 2.4 Until the company passes a profit threshold – currently set at £50,000 – it will not seek to operate an overdraft without seeking advice from the Advisory Board.

3. Payment documentation

- 3.1 Every payment out of the JCP's bank accounts will be supported by an original invoice or investment agreement. That original will be filed in hard and soft copy and kept for seven years.
- 3.2 Petty Cash will always be maintained/reconciled by either the Director or the Assistant to the Director. The expenditure will be analysed in the petty cash book and/or reconciled against receipts.
- 3.3 Separate Petty Cash floats may be required for productions and, where necessary, will be managed by the Stage Manager or Company Stage Manager authorised by the Director.
- 3.4 Expenses/Allowances: JCP will, if asked, reimburse expenditure paid for personally by staff, providing:
 - Fares are evidenced by tickets (where possible).
 - Other expenditure is evidenced by original receipts.
 - Car mileage is based on HMRC mileage rates.

4. Signatories and cash cards

- 4.1 Each cheque will be signed by the Director
The signatories on the Co-op bank account are:
Ms J Clare

5. Other undertakings/Investment, ROC and Profits Transfers

- 5.1 All fund raising and grant applications undertaken on behalf of JCP will be done in the name of the organisation with prior approval of the Director.
- 5.2 All investments that come under investment aggregation shall be transferred from JCP to the lead producer's account for that production within 48 hours of receipt.
- 5.3 All returns of capital or profit payments for productions where JCP has acted as an investment aggregator which come into the JCP bank account shall be transferred in appropriate proportions to the investors within 48 hours of receipt.

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6. Confidentiality

- 6.1 The confidentiality of sub-contractors and volunteers financial circumstances will be respected at all times.
- 6.2 Committee members, volunteers and employees will at all times act in the best interest of the organisation and if they experience a conflict of interest they will not divulge sensitive information.

7. Other rules

- 7.1 JCP will aim to hold a minimum of 3 months expenditure inclusive of direct costs, fees and overheads. It is the responsibility of the Management Board to consider any change in the level of reserves that is prudent for the JCP at its first meeting after the AGM.
- 7.2 JCP will adhere to good practice in relation to its finances at all times, eg. when relevant it will set up and maintain a fixed asset register stating the date of purchase, cost, serial numbers and normal location of the asset(s). If it holds stocks of goods eg books etc, of significant value, it will maintain proper records.
- 7.3 These controls will be reviewed at the first finance and general purposes sub-committee meeting after the AGM.