



# COLOMBO HINDU COLLEGE PAST PUPILS ASSOCIATION (UK)



22nd March 2023

## CHCPPA UK Finance Policy (DRAFT)

### Expenses

1. All expenses need to be supported by Invoice.
2. Maximum petty cash payment limit per project is £500.
3. A higher-level budget needs to be approved by the committee before any project yearly basis.
4. Any expenses more than £200 need prior permission from the President, Secretary and Treasurer.
5. All cheque payments for the suppliers need to be paid to their name.
6. Any cash payments more than £200 need prior permission from the President, Secretary and Treasurer.

### Revenue /Collections/Advertisements

1. Only ticket sales can be collected as cash and must be deposited to CHC UK PPA bank account.
2. If a cash collection paid for expenses needs prior permission from the President, Secretary and Treasurer.
3. Full number of tickets printed needs to be provided to the Treasurer before distribution.
4. Any balance tickets need to be provided back to the Treasurer.
5. Any advert collections or donations need to be deposited by donors direct to the CHC UK PPA bank account.
6. The purpose of any collection of money should be clearly communicated before asking for the money.
7. If a collection of money is for school then the purpose of the fund need to be communicated clearly
8. The committee can get funds for one of existing funds or can create a new fund.

CHC-PPA-UK Committee.

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