



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

WANA Cash and Bank Handling Statement v8

1. As far as possible, do not pay expenses on your own account, ask the Treasurer to pay by bank transfer or from the cash on hand, particularly for those expenses in excess of ten pounds.
2. For specific events an Event Manager will be nominated and allocated an expense budget for the event: other participants in the event will then check with the Event Manager before committing to any expenditure for the event.
3. An Invoice or Payment Receipt is required for all expense transactions: the receipt should clearly state that the expense is being incurred by 'WANA'. When a purchase is made via an online order 'WANA' can be entered as the Company Name on the order.
4. Expenses paid for in cash can be refunded by the Treasurer on production of the Invoice or Payment Receipt stating the goods and the cash payment total. Refunds of such cash payments will be made in cash, to minimise banking costs.
5. Expenses paid for from the purchaser's bank or credit card account will be refunded on production of a completed WANA Expenses Claim form, accompanied by an Invoice or Payment Receipt for each payment made, and the purchaser's bank details: the Expense Claim is necessary in this case because the purchaser is an intermediary between WANA and the supplier when they pay from their own account. Expenses paid for in cash can also be claimed by this method.
For Mileage Claims see the Mileage Reimbursement Policy- the amount claimed to be entered on the bottom row of the expenses form
Expenses claims will be refunded by the Treasurer by payment to the purchaser's bank account, within a week where possible.
6. WANA uses a simple accounting package linked to the Bank account, which allows us to record, analyse and report on all bank and cash transactions.
7. A simple Cash Receipt book records all cash payments and receipts and will reconcile to the cash on hand at all times. Cash on hand should not exceed £300.
8. The bank account cannot be overdrawn.
9. The accounting package can record known future transactions, so if any commitments to future expense or income of amounts over £100 are made please inform the Treasurer immediately so that the cash flow forecasting can be kept up to date.
10. We maintain a list of authorised signatories for the Bank account. Payments require authorisation by two signatories, so we will maintain at least two and not more than four signatories.

Policy Review:

We are committed to reviewing our policy and good practice annually.

Document History

Agreed by the Steering Group March 2024

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WANA
Wetherley Atterton Neighbours Association
 wana.org.uk

WANA Expenses Claim Form

Date	Items	Purchase reason	Supplier	Invoice/Receipt Number	Payment method	Cost
Mileage Claim Amount						
TOTAL						

Purchased By	Claim Date	Claimant's Bank Account Name	Claimant's Sort Code	Claimant's Account Number
Processed By	Refund Date			