

The Knapp Foundation
Registered Charity Number: 1200294

Financial Procedures

For review every 3 years or on the change of legislation or operating environment.

1. Personnel

Treasurer
Laurence Hemming

Accountant/Independent Examiner
[to be appointed]

2. Banking

There is one account with C. Hoare & Co. of Fleet Street, London.

Each of the trustees is a single signatory to the account, and the designated contact with the Bank is the Director, Laurence Hemming

3. Income

General Income comes from donations and gifts. There are no investments. Restricted Income relates to grants received for particular projects. It is shown separately in the reserves.

Bank interest is automatically debited. Bank balances are regularly reviewed (12x+ pa).

4. Payments

The majority of payments by value are made by bank transfer.

The main costs are salary and running costs.

Adopted by a meeting of the Trustees on 1st February 2023