

NCMD Policy No.11 Issue 1 Financial request to Trustees



These are the stages required in order to obtain ring-fenced money from a reserve fund account.

1. When the Policy Committee vote for a project requiring additional spending that needs to be funded from the NCMD reserve funds, this is the process that will be used.
2. The viability of any project must be fully discussed by the Policy Committee, it must be fully costed and the benefits to our members must be fully assessed.
3. Wherever possible, three quotes need to be obtained as part of that process and the best value proposal will be selected. A figure of 10% should be added to allow for contingencies and all funding options will be considered.
4. Should the Policy Committee decide to move forward with the project, it must be proposed at a monthly meeting or at an EGM specially convened for the purpose. The project should be proposed, seconded, and voted on by the Policy Committee with at least a quorum of 5 votes Committee members taking part and all details should be minuted.
5. Should the Policy Committee vote in favour of proceeding with the project, and all or part of the spend is outside of the funding available to the Policy Committee, the General Secretary will need to write to the Chair of the Trustees to request additional funding from the NCMD reserve funds. The GS must provide a full justification to include full details of the project, the costings to include all quotes, the account that the money will be transferred from, the benefits to our members, a proposed working brief and any other details that are considered relevant.
6. The Chair of the Trustees will share the details of the request with the two other Trustees and a meeting will be held for the three Trustees to discuss the request in full.
7. The Trustees, via the Chair, can ask for clarification of any points or request further information from the General Secretary of the Policy Committee.
8. The Chair then calls a vote to allow or deny the request for the additional funds. All three Trustees must vote but a majority decision will carry the vote.
9. If the request is agreed then this is recorded as such, and the Policy Committee is informed in writing via the General Secretary.

10. The money can only be released from a reserve fund account on the joint signatures of a Trustee and a Policy Committee member chosen from a list of approved signatories.
11. The money is then transferred to the NCMD general fund, to be used by the Policy Committee for its stated purpose.
12. If a request is rejected, the Chair will confirm this by email to the General Secretary with a covering letter to explain the reasons behind the decision.
13. The Policy Committee can then convene a further meeting to discuss the detail provided by the Trustees. They can then amend their request, taking in the feedback from the Trustees, and can re-propose it to the Trustees after following the same meeting protocols as the initial request.
14. If the second request to the trustees is rejected, then the members can be consulted, and a poll taken. The General Secretary will compose an email, the wording of which must be agreed by both the Policy Committee and the Chair of Trustees for impartiality.
15. The poll must lay out the reasons for the request and give the Trustees decision and their reasons. Time allowed for online / email votes / postal to be agreed by Trustees Chair & the General Secretary but 14 days seems reasonable.
16. At least 51% of the total number of votes will carry the decision.
17. If the members vote to agree with the project, then the money is to be released by the Trustees, if not, then the project is to be shelved for a minimum of 12 months unless significant changes justify it being reconsidered earlier than 12 months.