# Introduction

## Purpose of this manual

Fair Frome exists to prevent and relieve financial, educational, social and health poverty for people living in Frome and the surrounding areas. This will be achieved through the provision of direct services and through the support and development of other organisations in such a way that they are able to identify and meet these needs. .

The policies and procedures explained in this manual have been developed so that we can manage our finances and resources effectively to enable us to succeed in delivering these aims.

All staff are expected to familiarise themselves with the sections of the manual that are relevant to their work, and to comply with the procedures. If for any reason procedures are not followed, the circumstances surrounding this must be reported to the [chief executive] as soon as possible.

This is a working document, and we welcome recommendations and feedback on the policies and procedures, for example if staff have suggestions from their experience for ways to make a processes easier, or more streamlined please discuss these with the Trustees. If the process doesn’t work for one member of staff, it might be them that needs to change. If it doesn’t work for lots of people, it’s probably the process that needs to change.

## Financial Objectives

* Fair Frome aims to perform as budgeted (or better) each year in order to be able to continue to provide a service to our beneficiaries
* Fair Frome has identified the food bank and associated programmes as core activities and will seek to finance these through income streams that are as secure as possible
* Fair Frome aims to maintain a reserve of six to twelve months expenditure so we can maintain services if income drops

## General Points

Financial Year runs from: 1 April to 31 March

Accounts will be drawn up after each financial year within nine months of the end of the year. These will be presented, after independent examination to the Annual General Meeting, having previously been approved at a meeting of the board of trustees.

Fair Frome is required to have an independent examination each year.

## Review date

This manual was approved by the trustees at their meeting on 9 September 2024 and will be reviewed every 3 years.