

KLPA FINANCIAL STANDING ORDERS 2026

1. Introduction

Paragraph 39 of the KLPA Constitution (2026) states:

“39. The Management Committee shall review authorisation levels for expenditure regularly, taking into account KLPA operational needs and current costs. All expenditure shall be approved based on the agreed schedule of authorisation limits. This schedule shall be reviewed annually by the Management Committee and will be available to members upon request.”

In response to this requirement the document below sets out the expenditure limits and process for purchasing goods and services. This document also covers details of the KLPA’s bank accounting arrangements, credit card facilities, payment processing methods and the property custodians.

2. Delegated authority for expenditure

The following expenditure limits will apply for the committee year 2026-2027:

	Planned expenditure or activity	Unplanned expenditure or activity
Individual Committee Member	Up to £100	Up to £50
Individual Committee Officer	£101-£500	£51-£250
Committee Officer Team	£501-£2000	£251-£1000
Full Committee	£2001+	£1001+

3. Ordering and approval process

The following minimum requirements, to obtain written quotations in advance, will apply for the committee year 2026-2027. This is a minimum standard, and if embarking on an entirely new area of activity, obtaining more than the minimum required number of quotations is still recommended:

	Planned expenditure or activity	Unplanned expenditure or activity
Payment on invoice or receipt	Up to £500	Up to £200
One written quote obtained	£501-£2000	£201-£500
Two written quotes obtained	£2001-£5000	£501-£2000
Three written quotes obtained	£5001+	£2000+

Depending on the activity and the goods or services being sourced, the cheapest option may not be the best one. However, any decision not to go with the cheapest option should be recorded with clear reasons. This might for example involve booking a venue for a meeting and opting for the venue with better accessibility or public transport links.

A current Management Committee member may not be paid for providing any goods or services herself to the KLPA, as this represents a conflict of interest. Management Committee members may only be reimbursed for out-of-pocket expenses according to the delegated authority for expenditure set out at paragraph 2 above, and upon production of receipts or an invoice stating "paid".

4. Banking

Paragraph 37 of the KLPA Constitution (2026) states:

"37. The Management Committee shall be authorised to open and manage a bank account in the name of the KLPA, which may include a credit card facility. Any changes to these arrangements shall require the approval of the Management Committee."

The KLPA currently operates a Community Direct account with the Co-operative Bank, and a credit card is linked to this account. Any new bank account or credit card facility will require Management Committee approval, by simple majority vote.

5. Payment Processing Methods

Paragraph 40 of the KLPA Constitution states:

"40. The Treasurer shall, with the approval of the Management Committee, review and update where necessary the payment processing methods used by the KLPA for management of both income and expenditure."

The KLPA currently uses the following payment processing applications to collect income:

- a) **SumUp card reader** – used primarily at merchandise sales
- b) **Stripe** – used for membership subscriptions via MemberMojo

Any new payment processing method will require Management Committee approval, by simple majority vote.

6. Custodians of Property

Paragraphs 41-42 of the KLPA Constitution (2026) state:

“41. The property of the KLPA, other than cash at the bank, shall be vested in not more than four custodians. These custodians shall deal with the property of the KLPA as directed by decisions of the Management Committee duly recorded in minutes of their meetings.

42. The custodians shall be the Secretary and Treasurer, and up to two other members of the Management Committee to be decided by the Management Committee at their first meeting after the Annual General Meeting.”

The custodians of property are accountable to the Management Committee for the tangible assets of the association, which currently comprise mostly of merchandise stock, catering equipment and a card reader.

In the committee year 2026-2027 the Custodians of Property shall be:

KLPA Secretary: Catherin Peake

KLPA Treasurer: Mary Powell

Committee Member: Naomi Peck

Committee Member: Hillary Ratnasabapathy

7. Monitoring and Review

This document will be reviewed annually at the first committee meeting after the Annual General Meeting, in order that its effectiveness may be assessed and any necessary amendments made. This document requires the approval of the KLPA Management Committee by simple majority vote.

Approved by the Management Committee: 9 May 2026, by unanimous vote.

Review Date: TBC, at the first Management Committee meeting after 2027 AGM.