

**Financial Control Policy**

**Protecting the charity’s money**

Money should only be spent on what is allowed by the charity’s governing document and policies. The risk of theft, fraud or cybercrime is reduced if all the money coming into the charity is kept secure, is recorded accurately and only spent on the charity’s purposes and activities.

**The charity’s financial position**

Set a budget and check it regularly.

Check the charity’s finances regularly and discuss at each committee meeting.

Know how much money is needed to fund current activities. This should be checked regularly and there should be a plan in place to make sure adequate funds are available for all the planned activities.

Regular discussions on the budget for the next year and how this will be achieved.

**Keeping accurate financial records**

These should show all the money coming into the charity and how it is going to be spent. These records are used to prepare the accounts and to show what reserves the charity has and what these will be used for. Ensure that the accounts are submitted to the Charity Commission in good time. If the charity’s income is below £25000 annually, an audit or independent examination is not required.

**Additional safeguards**

Any payments will require 2 authorising signatures.

Any expenditure will be discussed by committee members and agreed by all.

All the funds donated to the charity will be checked by committee members to ensure that they are coming from a reputable source.

**Guidance used for this policy**

Charity Commission CC8 guidance on internal financial controls for charities

Protect your charity from fraud and cybercrime – Charity Commission

Managing your charity’s finances – [www.gov.uk](http://www.gov.uk)

The Terrorism Act 2000 and 2006 – outlaws groups considered to be terrorist in nature.

The Bribery Act 2010 – generally applicable to charities working outside the UK but still useful to be aware of the six principles of the Act. These are proportionality, top level commitment, risk assessment, due diligence, communication and monitoring and review.

Date 26/02/24

Next review 26/02/26