



Registered Charity No. 1192282

Procedure – Financial Controls

Approved by Trustee Board:

November 2025

Next Review:

April 2027

Document Owner: Secretary

Introduction

This procedure sets out the arrangements for the prudent financial management of the charity. It has been prepared to ensure financial compliance with relevant legal requirements in respect of the charity and takes account of the self-assessment check list contained within the guidance issued by the Charity Commission.

Responsibilities & Authorities

The trustees are collectively responsible for establishing the financial controls and monitoring performance of the charity to ensure compliance with legal requirements. They are responsible for

- The setting and approval of a budget to support the charity's activities, monitoring performance against the budget and taking appropriate action to address any variances which may give rise to concern.
- To ensure all funds received from grants and donations are accurately recorded within the accounts and are only used in accordance with any specified conditions relating to their use
- The setting of a financial reserve
- The approval of the charity's accounts following an independent examination by a competent person or organisation.
- The timely review and audit of the charity's financial controls and taking appropriate action to make necessary adjustments to the procedures and training of personnel
- Appointing a professional independent body to provide a book-keeping service
- Appointing suitable competent personnel to enable fees and donations to be received and processed in line with the charity's financial controls procedures.

To facilitate the smooth running of the charity nominated individuals appointed by the trustees, will be given delegated authority to enter into contracts, approve purchases up to the value of £1000, Purchases beyond this value should be agreed by the Trustee Board.

Procedure

Reserves

The trustees will ensure that unrestricted financial reserves are

- Established and maintained to support the charity's planned activities for a period of not less than six months. The level of this reserve will be agreed by the trustees at the beginning of each financial year.
- Invested in an account which ensures that the capital is not put at risk and the charity can sustain sufficient working capital.

The Project Manager and the Accountancy Service will ensure that relevant details of the reserves are entered into the charity's accounts.

Budgets

A budget of income and expenditure for each financial year will be approved by the trustees.

Prior to approval of the budget the trustees must

- Consider whether the proposed budget is sufficient to support the charity's objectives and agree whether reserves (if available) are required to be used.
- Consider the net cost of the planned sports / social events and determine whether these can be funded from the expected income or if additional fundraising will be required.
- Identify any level of variance which is required is to be reported to the trustees for approval.

Once approved, the Project Manager has the authority to make purchases and commit to other expenditures within the agreed budget up to a limit of £1000 without further reference to the trustees.

Income

Cash, Cheques & Card Payments

The SumUp Point of Sale (POS) (ref 1) is used to record income received at each of the sessions. The POS issues a printed receipt for all transactions which identifies the activity being attended along name of the participant, date and amount received.

The receipts are issued, one to the payee and the other retained by the Registration & Membership Administrator.

The total amount of money received (cash & card) must be accurately checked by two people against the data held in the POS.

The card receipts for each session are held by the. Registration & Membership Administrator

The Registration & Membership Administrator ensures that

- All reconciled monies received are banked as soon as possible.
- The printed receipts for each session are retained and securely stored until these have been subject to audit.

The POS system is used to generate summary reports for use by the Project Manager and Accountancy Service.

Petty Cash

The Registration & Membership Administrator is responsible for the management of the Petty Cash float (maximum £50.00) for small value purchases and will record and keep receipts for each transaction.

The Registration & Membership Administrator should reconcile the float and replenish up to the value of £50.00 with the approval of the Project Manager at regular intervals

Fund Raising Activities

Where books of licenced raffle tickets are to be issued then these should be pre-numbered and a record kept of the persons issued with these tickets to sell and the associated ticket numbers.

A nominated person will keep a record of which tickets have been sold and reconciled to the money received prior to providing income details to the Project Manager and the subsequent banking of the proceeds.

The Project Manager enters details of income received into the charity's accountancy software system

Grants

The Project Manager and / or Secretary will ensure that details of all grants received, along with any specified restrictions on the use of the funds, are recorded and details included in the minutes of trustee meetings.

The Project Manager

- Enters details of grants received into the charity's accountancy software system (ref 2)
- Ensures that any expenditure of restricted or unrestricted funds is readily identifiable within the accounts.
- Periodically provides information to the trustees of the expenditure made using monies received from grants.

Donations

The Project Manager and / or Secretary will ensure that the details (name and date received etc) of any donation is recorded, and a letter of thanks sent to the donor.

Note:

- Any cash or cheque donations received are recorded separately and details are notified to the Project Manager.
- Donations of goods and services for fund raising activities (eg raffle prizes) with a value of less than £30 are not specifically identified within the charity's accounts, but a note of thanks is issued.

The trustees will be notified of the list of donations and will be required to:

- Confirm that the donation is from an acceptable source and
- Any specified conditions of the donation are agreed and acted upon.

Any cash and cheques received are transferred to the Registration & Membership Administrator for banking.

All non-cash donations are retained and stored securely until either sold or used for the benefit of members.

The Project Manager enters details of donations received into the charity's accountancy system (Xero).

Note: If the charity obtains free use of venues and facilities this will be 'benefit in kind' income. The Project Manager is responsible for notifying the Accountancy

Service of all such income so that it can be recorded into the accounts.

Purchases

The purchase of non-trivial items (ie > £20) must be approved by an authorised by either the Project Manager prior to the order being placed and recorded on the Purchase Order agreement form (ref 3).

The Project Manager, Session Co-ordinator and Registration & Membership Administrator holders of the “Corporate Card”. They are authorised to make purchases up to a value of £1000, subject to the approval of the Project Manager and / or Secretary..

The trustees will agree authorisation of an alternative post holder to have use of the corporate card should this become necessary. The Secretary is responsible for notifying the issuing bank of the name of this individual.

Purchases of more than £1000 must be approved by the trustee board.

The Project Manager and Accountancy Service ensures that purchases of significant equipment (and any donation of such items) with a value of £100 or more is recorded within the end of year accounts.

The Session Coordinator must maintain and retain an Asset Register of all significant items held at each of the locations used by the charity for its activities.

Payments

Goods & Materials

Where it is not possible to use the Corporate Card, individuals must seek agreement from the Project Manager to make payment for the item, unless it can be paid from Petty Cash- Payments > £20 must be made by either a secure payment (Credit BACS or cheque) and approved by either the Project Manager and an authorised trustee or two authorised trustees.

Proof of receipt or invoice must be attached to the Purchase Order agreement form and submitted to the Project Manager. If an individual orders an item, then they are not permitted to approve payment for it. .

Miscellaneous expenditure up to the value of £20 should be paid from Petty Cash, subject to the necessary approvals and a receipt being provided.

The Project Manager confirms that the goods & materials have been received and enter details into the charity’s accountancy system (ref 2) and notifies the Accountancy Service of the purchases.

The Accountancy Service include details of the purchases in the charity’s accounts

Note: The Session Coordinator is responsible for maintaining and updating the asset inventory.

Payment of Staff

Management of staff payroll is undertaken by the Accountancy Service.

Staff complete the Staff Timesheet (ref 4) at the end of each month to record the hours worked in the period and submit to the Project Manager for approval.

A nominated executive will

- For each employee - Notify the payroll agency of the contracted hours to be worked and the agreed hourly pay rate (taking account of annual leave entitlement).

The Accountancy Service will (based upon the information received)

- prepare the “Pay Slip” for each employee
- calculate the amount of income tax and National Insurance payments are due.
- Submit the individual “Pay Slips”, to the Project Manager

The Project Manager will

- Approved the pay due for each employee and set up a payment in the charity’s bank account
- Ensure that the relevant tax and national insurance payments are made

An authorised trustee will

- Approve the payment of employees’ wages, via bank transfer.

Payment of third-party coaches/ instructors

Where third party coaches or instructors have been hired to deliver a session then they must provide a uniquely identified written record (invoice/receipt) identifying their name (and / or business), the nature of the session(s) together with the date and location of where the session was held.

The Session Co-ordinator

- Signs the invoice/receipt to confirm that it accurately reflects what was delivered.
- Provides the “invoices” to the Project Manager.

The Project Manager

- Ensure that no payments are made without an approved invoice.
- Arranges payment to the coach / instructor via bank transfer.

Refunds

Individuals may be asked to pay to participate or attend an event organised by the charity. A refund of monies paid will not normally be made to any individual who does not attend the event.

A refund of any monies paid will be offered for an event which the charity organised but is subsequently cancelled or postponed. If the individual decides that a refund is required, then

The Registration & Membership Administrator will

- Arrange for the refund to be made and obtain a written agreement that the monies have been received.
- Provide the Project Manager with details of the refunds made.

Expenses

The charity does not routinely pay expenses to support the charity's activities. The trustees may agree to pay ad-hoc expenses incurred by trustees, staff and volunteers for

- Attending training courses to support the charity's objectives.
- When travelling to external competitions (eg football tournament) if suitable transport is not provided by the charity and this enables members to participate.
- Making a refund of monies to individuals where these have been requested and agreed

"Ad-Hoc" expenses must be agreed by the Project Manager or Secretary on a case-by-case basis prior to them being incurred and approval recorded on the "Ad-hoc" expenses form (ref 5).

Banking

The Project Manager ensures that

- All monies, including cash and cheques are reconciled before payment into the Together We Can Do bank account with Unity Trust Bank.
- Summary details of the monies received and banked is recorded at the end of each working week.

Cash and cheques should be deposited as soon as possible following their receipt. In the event of multiple deposits being made at the same time then the source of the income should be readily identifiable.

Accounts

Management

The Project Manager

- Ensures that summary details of receipts, donations and payments are recorded into the charity's accountancy software system.(ref 2)
- Provides the balance of all of the charity's bank account, together with details of income, expenditure or any budget variance to the trustees on a quarterly basis.

The trustees should review this information to seek assurance that financial probity of the charity is maintained.

Review & Audit

The Accountancy Service and Chair independently check that the income and expenditure records have been reconciled with the bank statements and will notify discrepancies to the trustees for appropriate action, including expenditure against specific grant/donations etc.

The Secretary is responsible for

- Arranging the periodic audit of expenditure made via the Corporate Card.
- Arranging the periodic audit of the suitability and accuracy of the records of retained by the Registration & Membership Administrator.
- Providing the trustees with a summary of the findings of the periodic audits and recommendations. In the event of any significant discrepancies being found the Secretary must notify the Chair of Trustees (or another trustee if unavailable) of the audit findings, together with any recommendations to resolve these discrepancies in accordance with the Charity's legal obligations.

Approval & Reporting of Year End Accounts

The Project Manager provides a draft Summary of Year End Accounts report to the trustees for approval.

Prior to the approval of the final accounts being submitted to the Charity Commission the trustee board must ensure that

- The accounts have been examined by the Accountancy Service
- The Accountancy Service is satisfied and confirms that the accounts are accurate.

The Secretary will circulate the approved Summary of Accounts to members prior to or at the Annual General Meeting before submission to the Charity Commission.

Records

The Secretary will ensure that all documents and records required by this procedure are retained for at least 6 years.

References

1. SumUp Point of Sale system, www.sumup.com/en-gb/
2. Xero Accountancy software, www.xero.com/uk/
3. Purchase Order Agreement, Issue 2a, May 2023
4. Staff Timesheet, Issue 2, April 2022
5. Ad-hoc" Expenses Form, Issue 1, Nov 2020