

Financial management and controls policy

Introduction

The following relates to the financial management of SicKids:

- **SicKids** will keep proper books of account;
- financial records will be kept so that **SicKids** can
 - a. meet its legal and other obligations, for example Charities Act 2011, HMRC, Common Law
 - b. enable the Board of Trustees to have control of **SicKids**' finances
 - c. enable **SicKids** to meet contractual obligations and the requirements of funding bodies;
- the financial year for **SicKids** will end on 31 March each year;
- accounts will be drawn up after each financial year within three months of the end of the year and presented to the next annual general meeting (AGM);
- prior to the start of each financial year, the Board of Trustees will approve a budgeted income and expenditure account for the following year;
- a paper comparing actual income and expenditure, alongside the budget, will be presented to the Board of Trustees at each AGM.

Banking

SicKids will bank with HSBC at its Rochdale branch, where the accounts will be held in the name of **SicKids**. No other bank or financial institution will be used unless prospectively authorised, approved, and minuted by the Board of Trustees.

Receipts (income)

The aim is to demonstrate that **SicKids** has received all the income to which it is entitled and that it is all reasonably evidenced. Therefore, all monies received will be recorded promptly in the cash analysis book and banked without delay. **SicKids** will maintain files of documentation, e.g. letters from funding bodies to back this up.

Payments (expenditure)

Wherever possible, the same person should not be responsible for ordering, processing, and checking invoices, as well as raising cheque requisitions, signing cheques, and

making payments. The Trustee responsible for holding all cheque books will ensure that they are stored securely.

The name of the payee will always be written on the cheque before it is signed. Under no circumstance will blank cheques be signed, nor will cheques be signed without the proper accompanying documentation where relevant (see below). The cheque stub will always be completed.

Money will only be spent in the pursuance of the objectives of **SicKids** and in order to meet the conditions/requirements of any funding bodies. Payments of greater than the value of £1000.00 will require the approval and signature of two Trustees.

Documentation

Every payment made by **SicKids** will be supported by an original invoice (not a supplier's statement or final demand). The original invoice will be filed and kept for seven years, after which time it will be destroyed. The Trustee who signs the cheque must ensure that a **SicKids** requisition slip is fully completed. The requisition slip must include the following:

- the cheque number;
- the date the cheque was written;
- the value of the cheque;
- the name of the person who signed the cheque (or persons in case of those cheques over the threshold of £1000.00).

The only exceptions to cheques not being supported by an original invoice would be for expenditure such as advanced booking fees for a course, VAT, etc. In such cases a photocopy of the payment cheque will be made and kept on file.

Expenses/allowances

SicKids will, if asked, reimburse expenditure paid for personally by Trustees in the pursuit of their work for the charity, providing:

- fares are evidenced by tickets (where possible);
- other expenditure is supported by original receipts;
- car mileage is reimburse based on NHS scales.

Other undertakings

SicKids will not accept liability for any financial commitment unless properly authorised.

All fundraising and grant applications undertaken on behalf of **SicKids** will be done in the name of the organisation.

The confidentiality of Trustees' individual financial circumstances will be respected at all times.

Trustees, volunteers, and workers will at all times act in the best interests of the organisation and will not divulge sensitive information.