



# Financial Procedures Policy

## Financial Records and Accounts

- 1) Financial records of the Charity must be kept so that:
  - The organisation meets statutory obligations of the Charity Commission, Common Law, and Her Majesty's Revenue and Customs.
  - The Trustees have proper financial control of the organisation.
- 2) The books of accounts must include:
  - A cashbook/spreadsheet itemising all the transactions appearing on the bank accounts
  - A petty cash book if cash payments are made.
- 3) Accounts are drawn up at the end of the financial year and presented at the next AGM.
- 4) At the AGM an appropriately qualified auditor/independent examiner will be appointed to audit the accounts before presentation to the next AGM.
- 5) Along with a Chairs Report the Accounts will then be sent to the Charity Commission.

## Banking

Bank Accounts are held in the name of CCAA Kids with Arthritis

The named Treasurer will be responsible for the day to day financial control of the charity and will report to the Committee/Trustees at Executive Committee Meetings or when required.

The bank mandate (list of people who can authorise payments on the organisations behalf) will be approved and minuted by the Trustees as will any changes to it.

Each payment will be authorised by two people - the Chair and Treasurer.

Single card payments can be done by the Chair and Treasurer with a daily limit of £400.

Card payments will be reconciled monthly by the Treasurer.

## Income and Payments

The Treasurer will maintain files and documentation of all monies received, including those donations received via Paypal, Just Giving, Amazon Smile, etc...

Every payment out of the Charity's bank accounts will be evidenced by an invoice or receipts which will be filed appropriately.

Volunteers expenditure will be reimbursed according to the Reimbursement Policy.

Additionally the Charity will maintain a record of assets/items of significant value eg: laptops, phone.

The CCAA Treasurer will report to Committee any other relevant details which concern the financial arrangements of the organisation.

This Policy was agreed by Committee at the meeting on Tuesday 26<sup>th</sup> March 2024

Review Record

Review Date:	Reviewed by:	Comments:
March 2027		