# Financial Control Procedure

This Statement outlines ourcommitment to ensure effective control over our financial resources and the assets of the organisation.

## Policy Statement

Wellbeing Challenge CICwill strive to ensure that it maintains full and appropriate control over its financial resources and fixed assets by safeguarding our resources and ensuring that these are used for the purpose for which they provided.

# Responsibility for Implementation

* The Directors and all staff members have a responsibility to accept their personal involvement in the practical application of these procedures
* The Directors have a responsibility to review and update the procedures and assure their implementation.

To achieve this, Wellbeing Challenge CICwill:

* Ensure that all Directors are aware of the Financial Controls Procedures, and the methods by which budgets, income and expenditure are set, monitored and evaluated.
* That the advice and guidance for financial control systems and procedures provided by the appointed accountant and Companies House is noted and where appropriate acted upon.
* The Directors have agreed the following procedures for financial control:

## Accounts and Records of Accounts

Proper records of accounts and all financial transaction will be kept and these will be monitored through the regular accounting procedures carried out by an external accountant appointed at the Annual General Meeting.

The designated Director will communicate with the accountant at least once per year to ensure that proper accounts and procedures are in place.

The annual accounts will be presented to the Directors for discussion and approval (the accountant will be invited to attend) and these will be presented to the Annual General Meeting of the Company.

## Financial Control Systems and Procedures

An appointed Finance Officer will be responsible for the day-to-day financial control and bookkeeping procedures.

All Directors will have the skills and ability to understand the accounts and financial reports. If it is felt necessary, Directors will receive training in ‘understanding accounts and financial information’.

Bookkeeping will be kept using an agreed computerised system.

Regular back-up copies of the computerised accounts will be kept at an office or external base, agreed by the Directors, away from theoffice, in case of fire. This will be done on a monthly basis.

## Budgets and Budget Control

The annual budget and project budgets will be presented to the Board for discussion and approval.

The Board will receive a report showing actual income and expenditure against the forecast budget at each meeting of the Board.

## Banking and Cheques

* The Finance Officer is responsible for all banking transactions and ensuring that incoming receipts are banked promptly and regularly.
* The Finance Officer will ensure that all cheque books and other banking records and documentation are kept in a safe place and that no unauthorised person can access these.
* Two signatories are required for each cheque signed. The Finance Officer will write all cheques.
* All signatories must be agreed at a meeting of the Directors and the names of these signatories recorded in the minutes of the meeting.
* When cheques are being signed, both signatories must ensure that the payments are being made against a proper invoice or recorded payment.
* Blank cheques must never be signed by any signatory.
* Any arrangements for overdrafts, loans, opening new accounts, closing accounts or any other banking facility must be approved at a meeting of the Board and the decision recorded in the minutes of the meeting.

## Petty Cash Management

The Finance Officer is responsible for the safekeeping of the petty cash and should ensure that any cash is kept in a locked safety box (provided) and that the keys for this box are held in a safe place.

All payments of petty cash must be supported by a bona fide receipt.

All payments of petty cash must be within the agreed budget and agreements to pay for the item.

Only the Finance Officer is designated to handle petty cash.

The Finance Officer will ensure that the petty cash is balanced on a weekly basis and that all receipts are entered into the accounts.

## Income

The Board will review a regular statement of income and ensure that the legal agreements for projects and activities funded by external funders match the income received.

## Insurance

The Directors are responsible for ensuring that Insurance cover is kept up to date and that the Company have appropriate Insurance cover for all its assets and activities.

The Board will review the Insurance cover on an annual basis and agree the annual cover, premiums paid and Insurance Companies/brokers to be used.

**Contracts, leases and other legal agreements**

Contracts, leases or other legal agreements will be signed by a designated Director, after approval by the Board or other designated director or committee

## Keys and Building Security

Only designated members of staff and Directors may hold keys to any premises we are using.

## Control of Fixed Assets

An up to date record must be kept of all equipment owned by the Company, with a record of the cost of the item, any serial numbers or security marks and a description of the item

All equipment must be marked to identify it as being owned by Wellbeing Challenge CIC using security pens or other means to deter anyone removing the name or number.

All equipment must be signed for and no member of staff must take equipment for their private use or for loan without prior consent and signing to show that the item has been taken and when it will be returned.

All returned items must be signed for confirming the return.

The equipment record will be held by the Finance Officer who will be responsible for the control of all equipment.

Purchase of new fixed assets will be reviewed by the Board on at least an annual basis. The Directors will agree a depreciation policy.

Written by: Jill McManus

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