



The Friends of All Saints’ Church, Shillington
 Registered Charity Number 1060329

Internal Charity Financial Controls Policy and Procedures

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Introduction

The role of the Friends of All Saints' Church, Shillington (The Friends) is to raise funds for the repair, maintenance and improvement of All Saints' Church, Shillington (All Saints').

This is done in conjunction with the Parochial Church Council (PCC) of All Saints.

The Friends is a voluntary body which has no legal responsibility for the upkeep of the Church. Should the Friends reduce their fundraising activity or disband entirely, this would be unfortunate, but would not result in any outstanding liabilities or legal obligations.

Policy

Procedures will be adopted and financial records will be kept so that the Friends of All Saints' Church, Shillington (The Friends) can:

- Meet its legal and other obligations, e.g. Charities Acts, HMRC and common law.
- Enable the trustees to be in proper financial control of the Charity.
- Enable the Charity to meet the contractual obligations and requirements of funders.

Procedures

Overview.

The Friends will keep a proper accounting system, which will include:

- A cashbook analysing all the transactions in the Charity's bank account(s). This may be a computer package, excel or paper.
- Detailed records for the recovery of Gift Aid.
- Detailed records for the recovery of VAT which will be pursued where applicable.

The Financial Year will end on the 31st December.

Accounts will be drawn up after each financial year and presented to the next Annual General Meeting. Once approved by the trustees the Treasurer will file with the Charity Commission in accordance with their thresholds and timetable.

As set out in the Financial Reserves Policy the Treasurer will present, at each Committee meeting, a statement of available funds and a report on funds allocated to ongoing and future projects. Reports should include an appropriate level of contingency funding for each project in case of overrun or cost increases.

The Committee will discuss and agree the level of funding allocated to each project and to a timetable of works.

Banking.

The Friends will bank with HSBC UK, Hitchin Branch. Accounts held in the name of Friends Of All Saints Church, Shillington. The following accounts will be maintained:

- Charitable Bank Account. 71596985
- Business Money Manager Account 71596993

The Charity will not use any other Bank or Financial Institution without the agreement of the Committee.

The Bank mandate will be maintained by the Treasurer with signatories being approved by the Committee.

Income.

All monies received will be recorded promptly in the bookkeeping system, including those made electronically. Where cash or cheques are received these will be banked as soon as possible. The Charity will maintain files of documentation to back this up.

The Card reader account (SumUp) will be controlled by the Treasurer. Users ('Employees' as SumUp terminology) will be set up and unique passwords issued by the Treasurer. All 'employees' use will be restricted to receiving payments only.

Expenditure.

The aim is to ensure that all expenditure is on the charity's business and is properly authorised and that this can be demonstrated. All payments will be authorised in accordance with the banking mandate and The Friends of All Saints Church, Shillington Constitution.

All payments from the Friends bank accounts will be supported by invoices or receipts (where expenses are to be reimbursed.) The invoices and receipts will be filed and retained for the period required by relevant legislation.

The Treasurer will be the 'Online Account Primary User' for Electronic bank payments. All electronic bank payments will be issued by the Treasurer as the First Signatory and authorised by one other committee member on the Banking Mandate. This authorisation will be via completion of The Online payment authorisation form process.

The Treasurer will monitor single and daily electronic payment limits to ensure they align with The Friends requirements.

The Treasurer will be responsible for holding the Cheque Book. (Used and partly used.)

Other Undertakings & Rules.

The Friends of All Saints Church, Shillington does not accept liability for any financial commitment unless properly authorised.

All fundraising and grant applications made on behalf of the organisation will be done in the name of the Charity with the prior approval of the committee or in urgent situations the approval of the Chairperson who will provide full details to the next committee meeting.

Copies of grant applications will be kept and available to committee members on request. When applications are made using internet portals electronic or paper copies of the applications will be kept.

The Friends of All Saints Church, Shillington will adhere to good practice in relation to its finances at all times.

Links to other policies

This policy is linked to the Friends' Conflict of Interest, Investment and Trustees Expenses Policies.

Policy review

This Policy was agreed by the Committee of the Friends on 18 September 2024. It will be reviewed if any matters come to light requiring a change and/or triennially.

Date of review	Note of charges	Signed by the Chair
18.09.2024	First iteration	
30.09.2027		
20.09.2030		