

Meeting	Trustee Board meeting
Date	15 October 2020
Title	Financial Controls Policy (supporting paper)
Agenda item	5
Paper by	Victoria Southwell

1.0 Purpose of paper

Trustees to review and agree the revised Financial Controls Policy.

2.0 Background

The Financial Controls Policy was last reviewed in 2016 and was due to be reviewed in 2019. Due to change in personnel and new Trustees joining the Board (leading to changes to the named Trustees in the policy) it was agreed to review in 2020.

A number of small changes have been made to the current policy which are highlighted below.

3.0 Current situation

The Financial Controls Policy sets out the process by which financial systems and tasks should be undertaken. Whilst the number of transactions undertaken is relatively small it is still important to have robust and transparent systems in place.

The revised Financial Controls Policy contains the following changes/additions;

- 1.4 – the production of a cash flow projection to be presented at each Trustee Meeting has been added, as has a short verbal report from the Treasurer. This is in addition to the quarterly Management Accounts that will still be produced.
- 2.2 – the bank mandate has already been changed to reflect the names of the current Office holders on the Trustee Board.
- 2.3 – bank statement reconciliations have been changed from “at least every three months” to monthly.

- 4.1 – the use of the term “reasonable” in the final sentence is quite ambiguous. Trustees may want to consider if this should be changed to an actual percentage (say 5%) and if so what the percentage should be.
- 4.3 – A line has been added that stops a second authoriser on CAF Bank being able to authorise payments to themselves.
- 4.4 – a Company Credit card was issued in 2020 and there is now a section covering the use of this in the policy.

4.0 Recommendation

Trustees are asked to review the updated Financial Controls Policy and agree to the changes that have been made. This policy will be reviewed again in 2023.