CONTROLS ON ASSETS/RECORD KEEPING

A. FINANCIAL ASSETS

Money is one of Sedgefield Arts, Recreation and Community Association CIO (SCA)'s main assets. Our policies and procedures are set up to ensure that it is safeguarded and only used for genuine expenditure.

1. Bank account policies

- Bank accounts in SCA's name must only be used for SCA business, they must not be used to receive or transfer money for the private benefit of individuals or third parties.
- The opening or closing of bank accounts, and the approval/removal of signatories on bank accounts is determined by the board of trustees and recorded in the minutes.
- The costs and benefits of SCA's banking arrangements will be reviewed every three years to ensure that bank charges and rates of interest are competitive and that the bank's credit rating continues to be acceptable.
- Cheques, online payments, standing orders, direct debits and other withdrawals from bank accounts are authorised by two signatories.
- The Hon Treasurer is responsible for keeping records of all bank accounts and ensuring that the bank mandate is kept up to date.

2. Bank account procedures

- There are three signatories to the bank accounts who are able to sign cheques and authorise online payments, standing orders and direct debits, these are:
  - Treasurer
  - Chair
  - Secretary (or former holder)
- No person can authorise any payment involving themselves or any related party.
- Cheque books will be kept locked away.
- The Treasurer is responsible for keeping documents, setting up payments by direct debit or standing order, and for monitoring arrangements so that SCA can ensure that they are cancelled when SCA stops using the goods or services being supplied.
- When signing a cheque, or making a payment, the person authorising must check the invoice (or similar evidence) and initial and date it to confirm that they have made the payment.

3. Credit and debit card policy

- SCA will issue debit cards to trustees where there is an operational requirement. This will be authorised in each case by the Treasurer.
- These cards will only be used by the named cardholder for the purchase of goods or services on behalf of SCA.
- The cardholder will be responsible for ensuring that the card is kept in a safe place at all times, and that the PIN is protected.
- There will be set limits for single transactions and monthly spend for each card.
- Claims for the purchase of any items that do not comply with SCA's expenditure policies will be rejected and the cardholder will reimburse SCA for such expenditure.

4. Cash handling policy

Cash is the asset most obviously at risk of misappropriation and fraud. In order to ensure the security of our cash and the protection of our staff, our procedures are set up with the following criteria:

- Cash received is paid into the bank as soon as possible.
- The use of cash for payments is kept to a minimum, and is properly controlled.
- All cash is securely locked up.

5. Cash handling procedures

Income through the Post

- Post is opened promptly by a trustee.
- Any cash or cheques must be banked at the earliest opportunity.

Income in Person

- If there is no other documentation a receipt/acknowledgement will be given to the person who delivered the cash, detailing the amount and purpose of the income. A copy of the receipt should be kept with the finance records.

Fundraising events

- A statement of account will be prepared by the organiser and forwarded to the Treasurer, together with cash or cheque receipts, as soon as possible after the event.

6. Safety of staff and volunteers

When banking or collecting cash, personal safety is paramount. Trustees and volunteers should on no account put themselves into situations of danger, and should give up/not seek to recover cash or valuables if in physical danger.

7. Accounting records policy

SCA will keep accounting records which are sufficient to explain all transactions and show the charity's financial position at any time. These will include:

- cashbook
- bank statements
- grant files

All accounts files will be kept for the statutory period of six years from the end of the accounting period in which they were generated.

8. Controls

- No financial commitments above an agreed level may be entered into without the prior approval of the Trustees.
    - Value below £999 - agreement of Chair/ Vice Chair/ Treasurer/Secretary
    - Value £1000 - £4999 -1 quote minimum & Board agreement
    - Value £5000 and above – 3 quotes & Board approval
- Reports on routine expenditure e.g. building maintenance, will be made to a previous or immediate following trustees meeting.
- Bank reconciliations will be carried out promptly after receiving each bank statement.
- An independent check of all the CIO finances, including those of sections, will be carried out at the end of each financial year.

B. OTHER ASSETS / FURNITURE AND EQUIPMENT

SCA has substantial investment in furniture and equipment and proper arrangements are needed to protect it. An assets register listing all items in the SCA's ownership will aid insurance valuations and replacement in case of theft or damage.

Signed on behalf of SCA.....Wendy R Gill.....

Date Adopted..... 16/7/26

Next review date..... 31/7/28.....