Florence Colliery Sports and Social Club
(Registered Charity Number 522769)
Manager Mr Mark Wooldridge
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Telephone (01782) 312881
Chairman Mr Tom Sheehan
Secretary Mrs Ann Nettleton
www.florencesportsandsocial.com

Internal Charity Financial Controls Policy
(Charity Number 522769)

1. Purpose
The purpose of this policy is to ensure that Florence Colliery Sports and Social Club maintains robust financial controls to safeguard charitable funds, ensure transparency, and comply with legal and regulatory requirements.

2. Scope
This policy applies to all trustees, officers, employees, and volunteers involved in the financial management of Florence Colliery Sports and Social Club.

3. Responsibilities
The Trustees are collectively responsible for financial oversight. The Treasurer is responsible for day-to-day financial management, record keeping, and reporting. All trustees must review and monitor financial information regularly.

4. Bank Accounts and Cash Handling
All funds must be held in accounts in the charity’s name. At least two authorised signatories are required. Cash handling should be minimised, recorded promptly, and stored securely.

5. Income
All income must be recorded accurately and promptly. Where possible, income should be paid directly into the charity’s bank account. Receipts should be issued when appropriate.

6. Expenditure
All expenditure must support the charity’s objectives and be properly authorised. Supporting documentation such as invoices or receipts must be retained. Payments should require at least two signatories or dual authorisation.

7. Budgeting and Financial Planning

An annual budget should be prepared and approved by the trustees. Actual income and expenditure should be monitored against the budget on a regular basis.

8. Financial Records and Reporting

Accurate accounting records must be maintained. Financial reports, including income and expenditure statements and bank reconciliations, should be reviewed by trustees at regular meetings.

9. Assets

All assets must be recorded in an asset register. Trustees must ensure assets are used only for charitable purposes and are adequately protected and insured where appropriate.

10. Fraud Prevention

The charity operates a zero-tolerance approach to fraud. Trustees should ensure segregation of duties where possible and report any suspected fraud immediately.

11. Review of Policy

This policy will be reviewed at least every three years or sooner if required by changes in legislation or charity operations.