TLT_Chester_RGB

**FINANCIAL MANAGEMENT POLICY**

**Approved by Board: May 2023**

**Date for next review: May 2025**

**FINANCIAL MANAGEMENT POLICY**

**General Statement**

In line with the Charity Commission Leaflet CC3 ‘Responsibilities of Charity Trustees’, the TLT Board of Trustees recognise their responsibility to *‘protect the property of their charity and secure its application for the objects of the charity’* and accept that, in order to do so, there must be adequate internal financial control processes and procedures.

The Trustees aim to ensure that accounting records are kept in compliance with the requirements of Section 41 of the Charities Act 2006, the current Statement of Recommended Practice and the Companies Act, subject to the small companies regime within Part 15 of the said Act.

1. **Allocation of Responsibilities** 
   1. The bank account is maintained as a dual signatory control. Two named trustees must authorise every on line payment. There is no maximum amount set. Cheque payments are rarely made and are discouraged. These also need to be signed by two Trustees.
   2. Responsibility for payment of staff salaries is managed by Chester Cathedral who employ staff on behalf of TLT.
   3. The Treasurer is responsible for the payment of staff expenses.
   4. The Treasurer is responsible for ensuring the validity of the bank accounts of the organisations who will receive any funding or grants from TLT.
   5. Further details of the Treasurer’s Role and Responsibilities are attached at ***Appendix 1***
2. **Community Missioners**

2.1 The Community Missioners will keep receipts for all expenses incurred

2.2 Expense claims should be made using the set form and must be authorised by a line manager or a Trustee.

2.3 Community Missioners are responsible for alerting the Treasurer of any forthcoming new donations.

2.4 In order to carry out the TLT mission the Community Missioners are responsible for ensuring TLT funding is allocated to appropriate and bona fide bodies and spent according to the aims of the project. Allocation of funding is ratified by the Treasurer and Chairman.

1. **Budget**

A budget will be drawn up and agreed by the Board of Trustees prior to the beginning of each financial year, which runs from 1st January to 31st December, taking into account known liabilities, mainly:

* Current Staff costs
* Insurable risks, including public liability, property contents and trustee liability.
* Contract relationships - when and where appropriate
* Planned events, activities, and project support.

1. **Financial Reports**

The Trustees will receive at each of their regular meetings a report from the Treasurer summarising the organisation’s financial position, and making such recommendations as may be appropriate.

1. **Accounts** 
   1. Proper books and accounts will be kept of all transactions and will be formally approved by the Trustees at an annual meeting.
   2. Due to its size the charity is not obliged to have the accounts audited or independently reviewed. To date the Trustees have voted to have the accounts examined by an accountant who is Independent Reviewer.
   3. All Trustees will be provided with a set of final accounts each year and new Trustees will be provided with a set of the latest accounts when appointed.
   4. The Treasurer files the accounts on line with the Charity Commission and Companies House.
2. **Review**

This policy will be reviewed every 2 years

**Signed: TLT Chairman**

**Date:**

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Description automatically generated with low confidence ***Appendix 1***

**Finance Trustee (Treasurer) Role and Job Description**

The Finance Trustee will support the Board to oversee the financial matters of the charity in line with good practice, the legal obligations of the Charities Act Companies Act and the Articles of Association and other legal requirements.

The Finance Trustee will report to the board at regular intervals about the financial position of TLT.

The Finance Trustee will ensure that effective and appropriate financial measures, controls and procedures are put in place.

Despite this all trustees are jointly and severally responsible for the administration of the Charity.

**Main Responsibilities:**

* To support the Board to oversee and to ensure appropriate presentation of budgets, accounts and financial statements.
* To ensure appropriate presentation of accounts and records, ensuring that financial resources are spent in accordance with the Charity’s objectives, good governance, legal and regulatory requirements.

**Main Duties**:

In addition to the general responsibilities and duties outlined in the Director/Trustee job description, the Treasurer’s time will be spent:

1. Liaising and supporting the Trustees on financial matters.
2. Supporting the Board to monitor the financial viability TLT.
3. Creating sound financial processes and procedures for the control of the charity’s assets.
4. Advising on the financial implications of any future plans
5. Protecting and managing the financial assets of the Charity
6. Maintaining the financial records and preparing the annual accounts.
7. Ensuring that sound financial management is maintained and ensuring expenditure is in line with TLT’s charitable objectives.
8. Management of the Charity’s bank accounts and acting as a counter signatory on charity payments
9. Leading on the appointment and liaising with the Internal Reviewer if required.
10. Ensuring all Trustees complete an annual Declaration of Interests.