

Airedale Church Trust (All Nations Church)

Financial Controls Policy



Charity number:1070375

Church address: North Street, Keighley, BD21 3AF

Church contact: Daniel Mosby

Email: moz@myallnations.co.uk

Phone: 01535 606225

This policy first adopted / last reviewed: August 2024

This policy should be reviewed at least every 2 years. The next review is due on: September 2026

This policy applies to all Trustees and Staff at All Nations Church.

Finance Records and Accounts

Financial records will be kept so that:

- The organisation meets its legal and other statutory obligations, such as Charities Acts, His Majesty's Revenue & Customs and common law.
- The Trustees has proper financial control of the organisation.
- The organisation meets the contractual obligations and requirements of funders.

The online accounting software (Expenses Plus) will include:

- A record analysing all the transactions appearing on the bank accounts
- A petty cash record if cash payments are being made.
- Inland Revenue deductions record

A report of actual income and expenditure in relation to the budget will be presented at the regular Trustees meeting.

Accounts will be drawn up at the end of each financial year within 3 months of the financial year end and presented to the next Trustees Meeting

The Trustees will appoint a Treasurer and an appropriately qualified independent examiner to examine the accounts before presentation to the next AGM.

Banking

- 1) The Church will hold its funds in a single account.
- 2) The bank is Virgin Money and accounts will be held in the name of All Nations Church
- 3) The bank mandates (list of people who can act on the Trustees behalf) will always be approved and minuted by the Trustees as will any changes to it.
- 4) The Trustees will require the banks to provide access to up-to-date statements and these will be reconciled with the accounting records

at least every month and the Independent Examiner will spot check that this reconciliation has been done at least once a year.

- 5) The Treasurer will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the trustees

Accounting & Reporting

- 1) All transactions will be allocated a two-part category in order to facilitate record-keeping, budgeting & accounting. Part 1 is an allocation of Fund (its type and name) . Part 2 is the budget for the income or expense.
 - a) The main category is 'Funds'. There are three types of funds: General, Resrved and Restricted. The Church has 1 General Fund, 1 Reserve Fund and 1 Restricted Fund.

Restricted funds

- 1) All transactions relating to restricted funds are to be tracked and itemised to ensure these funds are only used for the designated restricted purpose.

Responsibilities and Roles

- 1) The Trustees have delegated general oversight and reporting of the finances to the Treasurer.

The Financial Year

- 1) The Financial Year runs from April 6th to April 5th

Income

- 1) The sources of income are i) income from hirers, ii) giving by individuals or households and iii) grants and bids iv) fees for services.
- 2) All income received will be recorded & stored promptly. All will be reconciled within a month with a two-part allocation of 'Tracking

Fund' and 'Account'. The procedure for processing the income is dependent on type and can be seen in Appendix 1

- 3) The Treasurer will ensure money received by the following methods can be recorded, stored and reconciled safely and accurately:
 - a) Cash:
 - b) Cheques:
 - c) Contactless card payment
 - d) Payment via BACS directly into the Bank
 - e) Payment via Standing Order directly into a Bank Account
- 4) Invoices requesting payment from hirers will be issued by the Treasurer at least monthly with the request that payments are made within one month.

Fundraising & Grant Applications

- 1) All fundraising and grant applications undertaken will be done in the name of the church.

Expenditure

- 1) Every payment out of the bank accounts will be evidenced by an original invoice or receipt. Documentations of which will be stored in Expenses Plus.
- 2) In the event that documentation of expenditure cannot be produced. The expenditure may be marked as "receipt lost" at the discretion of the treasurer.

Authorisation of Spending

- 1) The Trustees do not accept liability for any financial commitment unless properly authorised.
- 2) Any orders placed, or undertakings given, which are likely to cost the Trustees in excess of £500 must be authorised by the Trustees. This communication may be done via WhatsApp.
- 3) The exception to these spending authorisations is when the spending is for annual service checks, utility bills or essential replacement of existing items.
- 4) In exceptional circumstances it may be necessary for the Pastor or Treasurer to purchase items above £500 where it is not possible or practical to get approval from Trustees. In this case the authorising person must notify trustees at the earliest possible opportunity.

Staffing and Salaries

- 1) Payment of Wages & PAYE. There will be a clear trail to show the authority and reason for EVERY such payment. This will be held within Expenses Plus. Where overtime is worked, there will be documentation from the Treasurer or Pastor as evidence of agreement to overtime. All employees will be paid within the PAYE and National Insurance regulations.
- 2) Salaries will be reviewed and increased ready for the start of the financial year. The Real Living Wage is the guideline for the amount increase. The Trustees will make the final decision on the annual pay increase.
- 3) Pension NEST payments are made available to Staff members who fulfil the criteria
- 4) All staff appointments/departures will be authorised by the Trustees minuting the dates and salary level.

Reserves Policy

- 1) It is Trustee policy to try to maintain a balance on free reserves (net current assets) which equates to at least six months unrestricted

payments. This is equivalent to £10 000. It is held to smooth out fluctuations in cash flow and to meet emergencies.