Kenilworth Runners (“KR”)

Internal charity financial controls policy and procedures

The Trustees are responsible for formulating financial policies. A significant amount of the responsibilities are delegated to the Treasurer with appropriate checks and balances in place to satisfy robust internal control objectives. Trustee meetings are normally held monthly and are used to update the Trustees.

The aims of internal controls are:

- To protect the charity’s assets
- To identify and manage the risk of loss, waste, theft or fraud
- To ensure financial reporting is robust
- To ensure compliance with charity law and best practice

Internal financial controls are rules or procedures that detail how the organisation’s finances are managed. These controls are firmly and sensitively administered.
The controls are designed to reduce the risk that mistakes or fraud may occur.
The Trustees have a legal duty to ensure that the assets of KR are appropriately used to achieve its charitable objectives. The Trustees will therefore ensure that all income that is received is banked, and that all expenditure is appropriate and properly authorised and recorded.

Internal and financial controls policies

Financial Records and Accounts.

1) Financial records will be kept such that:

- the organisation meets its legal and other statutory obligations, such as Charities Acts, HMRC rules and common law.
- the Trustees have proper financial control of the organisation
- the organisation meets the contractual obligations and requirements of stakeholders.

2) Accounts will be drawn up at the end of each financial year within three months of the financial year-end and presented to the next Annual General Meeting.

3) The Trustees will receive a financial report at regular Trustee meetings, detailing major expenditure and income.

Bank and PayPal Accounts

1) The Society has bank accounts with Lloyds Bank, and a PayPal account.
2) The bank mandate (list of people who can sign cheques on the Society's behalf) will always be approved and minuted by the Trustees as will any changes to it.
3) The Treasurer will reconcile bank balances with the cash book on an annual basis.

The reconciliation will be reviewed by a qualified accountant, who may be another member of KR (not necessarily a Trustee), and this will be evidenced.

Internet Banking

The Treasurer has delegated authority to operate internet banking for KR and to operate on-line payments and transfers. However, there are several key checks and balances in place;

1) The Treasurer must ensure that the goods and/or services have been properly received or performed.
2) The Treasurer will maintain a file of invoices, emails and whatsapp messages for examination and review by any Trustee.
3) Trustees will review the Financial Reports presented and raise questions on any aspect of the financial performance.

Receipts (income)

1) All monies received will be recorded promptly in the cash book. The Treasurer will maintain appropriate files of documentation.

2) Any cash receipts will be banked at the first available opportunity and notified to the Treasurer.

Payments (expenditure)

1) The aim is to ensure that all expenditure is properly authorised and recorded.

2) The vast majority of payments are conducted online through the Lloyds Bank app. Access is password controlled. New payee bank details are verified by the app and new payee payments in excess of £5,000 are restricted on a time delay.

3) The Treasurer is responsible for holding the cheque books. Cheques require two signatures.

Payment documentation

1) Most payments out of the Society's accounts will be evidenced by an invoice .
2) exceptions to the rule are payments where there is no invoice, in which case alternative evidence should be retained.

Approval / Review Frequency

This policy will be reviewed at least every three years and supercedes any policy of the same or similar dated prior to the one below.

Approved by the Trustees: At Trustee meeting on xx/xx/xxxx

Owner: Treasurer

Next review by: 2029
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