

# Dean Acres Community Centre

## Financial Controls Policy

Charity Registered in Scotland: SC052517

Date Prepared: January 2026

To be reviewed: January 2028

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### 1. Purpose

The purpose of this policy is to ensure that the charity's finances are managed responsibly, transparently, and in line with legal and regulatory requirements. Strong financial controls help protect charitable funds, reduce the risk of fraud or error, and ensure money is used only to further the charity's aims.

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### 2. Scope

This policy applies to all trustees and volunteers involved in handling the charity's money, financial records, or financial decision-making.

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### 3. Roles and Responsibilities

#### Trustees

- Have overall responsibility for the charity's finances.
- Approve budgets, major expenditure, and financial policies.
- Review financial reports regularly.

#### Treasurer

- Oversees day-to-day financial management.
- Ensures accurate records are kept.
- Presents financial reports to trustees.

#### Volunteers

- Follow this policy when handling money.
  - Report any concerns or irregularities promptly.
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## 4. Budgeting and Financial Planning

- An annual budget will be prepared and approved by the trustees.
  - Actual income and expenditure will be compared to the budget at least quarterly.
  - Any significant overspending or underspending must be explained to the trustees.
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## 5. Income Controls

- All income must be recorded promptly and accurately.
  - Cash income should be counted by two people where possible and should be paid into the charity's bank account as soon as practical.
  - Fundraising income must be recorded separately where required.
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## 6. Expenditure Controls

- All expenditure must support the charity's purposes.
  - Payments must be supported by invoices, receipts, or written evidence.
  - At least two authorised signatories are required for:
    - Cheques
    - Online banking payments
  - Spending limits:
    - Up to £100 authorised by two Trustees, one of whom must be the Treasurer.
    - Above £100 requires trustee approval at a Board meeting or, if urgent, via the Board WhatsApp group.
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## 7. Banking and Cash Handling

- All bank accounts must be in the charity's name.
  - Bank statements will be reviewed regularly by someone not involved in day-to-day payments, where possible.
  - Petty cash, if used, will be kept to a minimum and reconciled regularly.
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## 8. Accounting Records

- Accurate financial records will be kept at all times.
  - Records will include income, expenditure, assets, and liabilities.
  - Financial records will be retained for at least the minimum period required by law.
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## 9. Financial Reporting

- Trustees will receive regular financial reports (at least quarterly).
  - Annual accounts will be prepared in line with legal and regulatory requirements.
  - Where required, accounts will be independently examined or audited.
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## 10. Fraud and Irregularities

- Any suspected fraud, theft, or financial irregularity must be reported immediately to the Chair of Trustees.
  - The trustees will investigate concerns promptly and take appropriate action.
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## 11. Review of Policy

This policy will be reviewed at least every two years, or sooner if there are significant changes to the charity's activities or legal requirements.

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**Signed (Chair of Trustees):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed (Treasurer):** \_\_\_\_\_

**Date:** \_\_\_\_\_