



Internal Financial Controls Policy

Purpose

To safeguard the assets of Everyday English Ltd, ensure the accuracy of financial records, and promote transparency and accountability in financial management.

Policy Statement

Everyday English Ltd will maintain strong internal financial controls to protect funds, comply with legal requirements, and ensure that resources are used effectively to further our objectives.

Legal Framework

- Companies Act 2006 (Sections 386–389 – Accounting Records)
- HMRC requirements for record-keeping
- Charity Commission CC8 guidance (adapted for non-charitable companies)

We will:


- Operate all bank accounts in the name of Everyday English Ltd.
- Require at least two unrelated authorised signatories for all payments over £500.
- Approve all expenditure in advance by the Board or a delegated officer.
- Make payments only against valid invoices or receipts.
- Record all income within 3 working days of receipt and bank it promptly.
- Complete monthly bank reconciliations, reviewed by a director who is not the bookkeeper.
- Keep accurate and up-to-date records for at least six years.
- Provide quarterly financial reports to the Board of Directors.

Breach of Policy

Failure to follow financial control procedures may result in disciplinary action and/or removal of financial authority. Directors who breach this Code may be removed from office under the Articles of Association and Companies Act 2006.

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025