

Refugees Welcome Financial Accountability Policy And Procedures

This policy refers to all activities undertaken by Refugee Welcome as an organization regarding all financial matters: including any remaining money from previous Cheshire East Council funded contracts, funds of project groups and general fundraising for the purposes of running the organization.

This policy and Procedures it contains, apply to all Trustees, volunteers and beneficiaries of the organization and any contractors or advisors as necessary.

Policy V2 Sept 22
Anne Towers – Trustee

Financial Accountability Policy Responsibilities

This policy sets out the Responsibilities of the Trustee Board and the Treasurer for the finances of Refugees Welcome.

All responsibility rests with the Refugees Welcome Board for all decision making regarding financial matters.

The Trustees liability on financial matters is set out in the Refugees Welcome Constitution.

The Procedures below are to be followed by all Trustee Board members and the Treasurer in safeguarding the finances of the Charity.

Financial Procedures

Financial Accountability for Refugees Welcome

- Refugees Welcome has one bank account with Nat West Bank.
- The Treasurer is responsible for keeping an accurate and up to date record of our financial position which is sent out to the Trustee Board monthly for inspection and any queries.
- The Trustee Board is responsible for monitoring the financial position of the Charity at every Trustee Board meeting as a standing agenda item.
- The Treasurer is responsible for keeping an accurate record of all financial streams within this account for the various distinct projects, Community Projects and general fundraising of Refugees Welcome.
- The charity's cheque book will be kept by the Treasurer who will write cheques on the instructions of the Trustees. The Trustees will appoint signatories on the bank account consisting of the Treasurer and 3 Trustees.
- If the Treasurer is absent for a period of more than 2 weeks a second cheque book is held by the Chair of Trustees. If the Treasurer is not party to the transaction, they must be informed before or immediately after the transaction has been authorised. Copies of invoices. expenses claims and cheques to be sent to the Treasure as soon as possible.
- All cheques and other payment instructions (e.g. standing orders, electronic payments through the National Westminster Bank Bankline system) will be authorised by any two signatories. Payments over £5,000 must be authorized by three Trustees.
- All invoices addressed to the charity must be authorized by one or more Trustees before being passed to the Treasurer for action.

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- The Treasurer is responsible for sourcing and organizing the required level of Public Liability Insurance for Refugees Welcome which will be agreed the Trustee Board.
- All activities for the Charity are funded from the Refugees Welcome account.
- The exception to this could be outings organized in conjunction with 3rd parties where a contribution towards the cost from those participating can be requested, e.g. coach hire. Any contributions collected are to be passed to the Treasurer along with invoices for payment where required.
- Other contributions e.g. entry fees, can be paid directly by participants to the venue.
- There may be associated costs for volunteers in time or expenses which Refugees Welcome will reimburse

Claiming of Gift Aid

- The Treasurer will have the responsibility for claiming Gift Aid annually on behalf of Refugees Welcome from the Inland Revenue.
- All information regarding Gift Aid from our Charity funding provider is kept in line with the Refugees Welcome GDOR Policy to Safeguard Donor information.
- Only the financial information is shown in the Refugees Welcome Accounts.

Claiming and Payment of Expenses claims

- Any expense claims for irregular purchases by Trustees are agreed with the Chair of Trustees and Treasurer.
- Expenses claims for Volunteer's mileage and resources for routine support of families in the cheshire East area, up to the value of £50, are submitted to the CVSCE supervisor and authorized for payment by the CVSCE Supervisor and the Treasurer. These will be sent to the Treasure as encrypted files.
- Expenses for travel beyond the Cheshire East area should be agreed in advance by Trustees. These should be exceptional and may alternatively be covered by a Small Grant application.
- Volunteer claims of over £50 must be sent to TWO Trustees for agreement in advance before being authorized by the CVSCE Supervisor and two Trustee authorizations should be added to the clam from.
- Expenses claims over £100 e.g. school uniforms should be referred to a trustee meeting (or by email if urgent) for discussion before they can be agreed and any help given or expenses claimed.

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- When online banking is available all bank details to be sent to the treasurer separately by the Supervisor via an encrypted platform e.g. What's App and not to be included in Claim forms or emails
- For Trustees sending claim forms similar safety precautions should apply.
- Purchases of new goods for guests require supporting invoices or receipts / proof of payment.
- All small Grant Applications to be managed in line with the **Guidelines for Small Grants** and authorized by Trustees as set out in the guidelines depending on the amount involved.
- Purchases of secondhand items through channels such as Facebook Marketplace should have a copy of the item advertised with the price, a receipt from the seller of cash received / money transferred and confirmation of the item being received by the guest.
- If expenses do not have receipts (e.g. lost receipts etc.), a value should be put on them so that small items up to £25 can be accepted on trust. More expensive items need more evidence, the treasurer should be notified in advance of claims for any high value purchases and then 2 trustees should approve the expense for these items.
- Mileage expense claims do not require supporting receipts but fuel purchases for van hire / loan should be submitted with expense claims
- Any matched funding for Grants for projects is subject to approval by the Trustee Board and paid from the general fundraising income stream.
- Grants to beneficiaries of the service for specific purposes e.g. removal grants or emergency support are subject to approval by the Trustee Board and paid from the general fundraising income stream.
- Any grants or payments of any kind exceeding £5000 must be approved by a majority of Trustees at a quorate Trustee Board meeting and will require 3 signatories to be authorized for payment.

Reviewed Sept 24 - Amended March 25

SIGNED BY: N.A. Campbell
[Trustee/Chair of Trustees]

DATE: 12.3.25

POSITION in REFUGEES WELCOME: Chair of Trustees

Next Review date: March 2026