

Refugees Welcome Financial Accountability Policy And Procedures

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

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

Policy V2 Sept 22
Anne Towers – Trustee

REFUGEES WELCOME

Westminster Road, Macclesfield SK10 1BX (Reg Charity No 1169909)

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.
- All activities for the Charity are funded from this account.
- 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 Cheshire East Council funded projects, Community Projects and general fundraising.
- The Treasurer keeps the cheque book for the account and any cheques are countersigned by a nominated Trustee, currently 3 nominated.
- Any regular commitments, i.e., CVSCE invoices for HR and Supervision, renting of rooms for meetings and provision of services, and use of resources are invoiced to Refugees Welcome and authorized for payment by a Trustee then paid by cheque.
- The Treasurer is responsible for sourcing and organizing the required level of Public Liability Insurance for Refugees Welcome which will be agreed by the Trustee Board

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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 are submitted to the CVSCE supervisor and authorized for payment by a Trustee and the Treasurer.
- 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 23

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

DATE: 28.9.23

POSITION in REFUGEES WELCOME: Chair of Trustees

Next Review date: Sept 2024