



Financial Controls Policy

Created: January 2026

1. Purpose

This policy sets out how Spread Some Sunshine manages and controls its finances to ensure money is used properly, risks are minimised and Trustees meet their legal responsibilities.

2. Responsibilities

- The Trustees are collectively responsible for the charity's finances.
- The Treasurer oversees day-to-day financial matters and reports to the Trustees.
- Any volunteer handling money must follow this policy.

3. Budgeting

- A simple annual budget will be prepared by the Treasurer and approved by the Trustees.
- Actual income and spending will be compared to the budget at Trustee meetings.
- Any significant overspend or shortfall must be discussed and agreed by Trustees.

4. Bank Account and Payments

- The charity will have a bank account in its own name.
- There will be at least two authorised signatories.
- Payments over £1,000 require approval from two Trustees.
- Online banking access will be limited to authorised individuals only.

5. Handling Income

- All income received will be recorded promptly.
- Where possible, cash and cheques will be counted by two people.
- Income will be paid into the bank as soon as practical.
- Cash will not be used to pay expenses.

6. Expenditure

- Spending must support the charity's aims and stay within the agreed budget.
- All payments must be supported by a receipt or invoice.
- No one should authorise payments to themselves.

7. Expenses

- Volunteers may claim reasonable out-of-pocket expenses only.
- Claims must be supported by receipts and approved by a Trustee who is not the claimant.

8. Records and Reporting

- Simple but accurate financial records will be kept.
- Bank statements will be checked regularly by the Treasurer.
- A financial update will be provided at Trustee meetings.
- Records will be kept for at least six years.

9. Restricted Funds

- Any restricted funds will be recorded separately and used only for their intended purpose.

10. Fraud and Safeguarding of Funds

- The charity takes a zero-tolerance approach to fraud.
- Any concerns about misuse of funds must be reported immediately to the Chair or Treasurer and if necessary, to the Charity Commission.

11. Review

This policy will be reviewed annually by the Trustees to ensure it remains appropriate for the size and activities of the charity.

Approval

This policy has been reviewed and approved on behalf of the Trustees of Spread Some Sunshine.

Electronically signed:

Faye Toner

Faye Toner

Founder & Trustee, Spread Some Sunshine

Date: January 2026

Next scheduled review: January 2027