Financial Management Policy

Owner: Director | Adopted by CIC: 11 October 2026 | Review: October 2027 | Version: 1.0

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1. Purpose

This policy protects CH11MP's money, assets, records and reputation through clear authority, accurate accounting, proportionate controls and transparent decision-making.

2. Responsibilities

The Director is responsible for financial oversight, budgets, statutory filings, tax, payroll where applicable, insurance and reliable records. No person may approve a payment to themselves without independent evidence and review where another authorised person is available.

3. Banking and income

- Use accounts held in the company's name.
- Record income promptly and identify restricted or purpose-specific funds.
- Issue invoices and follow up overdue amounts.
- Minimise cash handling; count and document cash promptly where unavoidable.
- Reconcile bank accounts regularly.

4. Expenditure and purchasing

Spending must support CH11MP's purposes, be within an approved budget or separately authorised, provide reasonable value and be supported by invoices or receipts. Conflicts of interest must be declared before supplier decisions.

5. Approval levels

Routine budgeted expenditure may be approved by the Director. Material unbudgeted commitments, related-party transactions and contracts creating significant ongoing liability must be documented with the rationale, affordability and conflict controls. Approval limits will be reviewed as turnover and governance develop.

6. Expenses

Business expenses must be necessary, reasonable, evidenced and submitted promptly. Personal expenditure will not be reimbursed. Mileage and subsistence rates will follow agreed internal limits and relevant HMRC guidance.

7. Budgeting and reporting

An annual budget and cash-flow forecast will be maintained. Actual income and expenditure, cash position, commitments and restricted funds will be reviewed regularly. Financial risks and corrective actions will be recorded.

8. Fraud and irregularity

Suspected fraud, theft, bribery, false accounting, misuse of funds or serious control failure must be reported immediately. Records and evidence must be preserved. Banks, insurers, police, funders or regulators will be notified where appropriate.

9. Records and retention

Accounting records will be complete, accurate, backed up and retained for applicable statutory periods. Access to banking and accounting systems will be restricted and reviewed.

References

Companies Act 2006; Bribery Act 2010; Fraud Act 2006; applicable HMRC and Companies House requirements; funder conditions.

Approval

Approved by: Craig King, Director
Signature: _____ Date: _____
Next review due: October 2027