



The City of Lichfield Concert Band

Financial Controls Policy

Approved by trustees February 2026

1. Purpose

This policy sets out how The City of Lichfield Concert Band manages its finances to ensure:

- Funds are used only for the charity's purposes
- Appropriate records are kept
- Financial risks are managed
- Trustees meet their legal responsibility to the Charity Commission
- The charity complies with relevant legislation and guidance

Trustees have overall responsibility for financial management as guided by the Charity Commission for England and Wales.

2. Roles and Responsibilities

Trustees / Committee:

Trustees are collectively responsible for:

- Managing the charity's assets
- Approving an annual budget
- Monitoring income and expenditure
- Ensuring proper financial records are kept in a secure way
- Ensuring annual accounts are prepared and presented at the AGM and submitted to the Charity Commission

Treasurer: The Treasurer is responsible for:

- Day-to-day financial administration
- Maintaining accurate and secure financial records
- Claiming Gift Aid
- Ensuring payment for insurance and PRS membership
- Reviewing financial reserves policy annually
- Preparing annual budget
- Paying authorised expenses
- Presenting regular financial reports to the committee
- Preparing year-end independently examined accounts for the AGM and for submission to the Charity Commission
- Ensuring one other person has bank mandate authorisation for the account
- Keeping cheque books in a safe place
- Card reader use and updating users

3. Bank Accounts

- The charity will hold a bank account in its name and trustees will hold this information
- At least **two unrelated signatories** will be registered with the bank.
- Online and cheque payments will require dual authorisation.
- Bank mandates must be approved by the trustees and recorded in minutes.
- Bank statements will be reviewed regularly and reconciled to accounting records.

4. Authorisation of Expenditure

Budgeted Expenditure

- An annual budget will be approved by the trustees.
- The Treasurer may pay routine expenditure within the approved budget.

Non-Budgeted or Large Expenditure

- Expenditure over £500 must be approved by the committee and trustees and minuted

5. Payments

- All payments must be supported by an invoice or receipt.
- Payments should be made by bank transfer wherever possible.
- Cash payments should be avoided unless necessary.

6. Income

Cash Income (e.g. ticket sales, subscriptions)

- Cash should be counted by two people where possible.
- Amounts entered in cash book and banked as soon as possible.

Electronic Income

- Online payments (e.g. ticket platforms, bank transfers) should be monitored and recorded in the cashbook
- Card reader income recorded in cashbook

7. Expenses and Reimbursements

- All expense and reimbursement claims must be supported by receipts.
- Claims should be submitted within [e.g. 2 months] of expenditure.
- Trustees must not approve their own expenses.

8. Financial Records

The charity will maintain:

- A record of all income and expenditure on password protected cashbook
- Bank statements
- Invoices and receipts
- Gift Aid records
- Grant funding agreements
- Records will comply with the Charity's GDPR policy
- Records to be kept for at least 6 years

9. Financial Reporting

The Treasurer will present a financial report at each working committee meeting to include :

- Income and expenditure to date
- Comparison against budget
- Bank balance(s)

Annual accounts will be independently examined ,presented at the AGM and submitted to the charity commission

10. Reserves

There is a financial reserves policy approved and annually reviewed by trustees

11. Conflicts of Interest

Trustees and committee members must declare any financial interest in proposed expenditure. Where a conflict exists:

- The trustee or committee member must withdraw from discussion and decision-making
- The decision must be recorded in the minutes

12. Fraud and Financial Irregularity

Any suspected fraud, theft or financial irregularity must be reported immediately to the Chair or another trustee. Trustees will:

- Investigate promptly
- Take appropriate action
- Report serious incidents to the Charity Commission for England and Wales where required

Serious matters may also be reported to the police.

13. Review

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