

Streets Ahead Collective CIC



Financial Controls Policy

Agreed on September 29th 2025

Renewal date – September 29th 2026

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Definitions:

The CIC: registered CIC no: **16421134**

Board: The Board is the Board of Directors of the Charity.

Financial Year: The Charity's financial year is 30th March to 1st April

CEO – for the purposes of this policy, Elizabeth Wellstead, founder and director

Finance Director: This member of the Board provides the oversight and operational checks on income and expenditure .

Authorised Person/s: Authorised persons are two Directors (one of whom is the CEO) authorised by the Board of Directors to approve financial instruments (cheques, purchase orders, invoices, *etc*) on its behalf.

Accountant – submits the financial accounts to Companies House and has operational responsibility maintaining accurate accounts

Purpose:

To safeguard, monitor and control income including grants, donations, sales & contributions in the form of BACS, cheques & cash.

To outline the structure of authorisation for dealing with income, credit-control and cash management.

Financial Records and Accounts

1) Financial records must be kept so that:

The organisation meets its legal and other statutory obligations, such as Company Acts, His Majesty's Revenue & Customs and common law.

- The directors have proper financial control of the organisation.
- The organisation meets the contractual obligations and requirements of funders.
- Preparing Annual Accounts in accordance with the governing document and relevant legislation
- File annual accounts, in the correct format to Companies House by March 31st
- File the CIC 34 Audit form along with the annual accounts in format dictated by Companies House

2) The accounting process will include:

- A Zero ([Zero | Your money your planet](#)) system for analysing all the transactions appearing on the bank accounts – linked to the bank account
- A petty cash book if cash payments are being made (none planned).
- Inland Revenue deduction cards P11 (if registered for PAYE but N/A at present)

Bank Account

Name of Bank – Metro situated in Canterbury

Signatories to the account who both have a cheque book, paying in book and debit card, with access to on-line banking

Elizabeth Wellstead CEO/Director

Anna Webber – Director

- a) All bank accounts must be in the name of the organisation.
- b) No account may ever be opened in the name of an individual or individuals.
- c) New accounts may only be opened by a decision of the Board of Directors, which must be minuted.
- d) Changes to the bank mandate may only be made by a decision of the Board of Directors, which must be minuted.
- e) Two people should be involved in counting cash receipts.
- f) All cheques can be signed independently by two authorised persons.
- g) The signatories are responsible for examining the cheque for accuracy and completeness.
- h) All Internet Bank Transfers must be authorised by the CEO, Finance Director or Second Bank Account holder Director.
- i) The Finance Director is responsible for checking the accounts every month, for invoices, payments and examining the payment documentation
- j) Blank cheques must **never** be signed.

Annual Budget

- a) An annual budget, setting out the organisation's financial plan for the year, will be prepared so that the Board of Directors can approve it before the start of each financial year.
- b) As the CIC relies mainly on successful bids for grants, this may not be accurate but planning for bids is noted
- c) The draft budget will be prepared annually, following the closedown of accounts in April, and presented to the Board by the following two personnel:
 - CEO – Elizabeth Wellstead
 - Finance Director – Julia Joslin

Financial Reports

- a) A financial report will be prepared for every Board of Directors meeting.
- b) The financial report will consist of:
 - Profit & Loss
 - Balance Sheet
 - Grants for projects in progress against planned spending and intended end of project
 - Sales from workshops and financial splits
 - Utilities and rental
- c) Each Financial Report will be circulated to all directors a week before each meeting and discussed
- d) The reports will be prepared by the CEO and Finance Director

Accounting and other financial records

The CIC maintains a computerised accounting system called XERO which records:

- Cheques and cash received and banked
- Cheque payments, Internet Banking Transfers and other amounts paid from the bank accounts

- a) Every transaction entered will include:

- The date of the transaction
- A code for resource being ordered and a brief description
- The name of the person money was received from or paid to and the full amount
- A brief description of why the money was received or paid
- An analysis of each amount under its relevant budget heading, where applicable, in particular when money from grants needs to be easily identified.
- When resources are committed to a grant funding application, they need to be logged on the relevant expenditure sheet, in addition to Xero

b) All documents relating to receipts and payments will be filed in the month they are input into the system by the accountant

c) A regular backup copy will be taken, and stored on relevant device or cloud.

Authorisation and Payment –

- a) All purchases must be recorded in Xero with the invoice number
- b) All invoices must be stored to enable checking in audits and by the accountant
- c) The CEO (or Finance Director to approve CEO) must approve the purchase of any item over £200, if ordered by a member of staff
- d) No orders can be made over £500 unless authorised by all directors by email. Copies of emails to be saved.
- e) No Director or staff member may authorise payment to themselves, their partner or relatives. Any payment must be agreed by all directors by email or in a minuted meeting.
- f) All goods received must be checked for completeness and recorded in Xero.
- g) For Internet Bank Transfer either signatory must log in Xero
- h) All payments must be entered in the computerised accounting system

Payroll

All staff who work for the CIC are self-employed

- a) All employees (including sessional and part time employees) must be asked to complete the relevant PAYE form/s before they receive any payment. (no staff currently are PAYE)
- b) All staff invoice Streets Ahead Collective to be paid
- c) Payroll and all calculations will be made by the CEO...
- d) Payment to staff from grants must be adhered to as in the grant application and logged on the relevant expenditure sheet, in addition to Xero.

Insurance

- a) Appropriate Insurance policies will be maintained to cover:
 - Employer's Liability
 - Public Liability
 - Contents
- b) When appropriate, an inventory of all physical assets of the organisation will be kept and regularly updated.
- c) A copy will be kept off the premises at the address of the CEO

Scrutiny

- a) The Finance Director will undertake weekly reconciliation of the accounts

- b) The accountant will maintain records of the accounts, scrutinise, expenditure and prepare files for Companies House

This Financial Policy, and the Financial Procedures detailed above were agreed and minuted at a meeting of the Board of Directors on 29th September changes made following this meeting to correct.

Chair Name:.....Elizabeth Wellstead.....

Signed:.....

Date:.....