



FTA Financial Management & Internal Controls Policy

1. Purpose

This policy ensures that the foundation manages donations responsibly, maintains transparency, and protects against misuse of funds. It combines financial management practices with internal controls suitable for a small to medium sized organization.

2. Roles & Responsibilities

- **Board of Trustees:** Holds ultimate responsibility for financial oversight.
- **Treasurer (or designated trustee):** Manages day-to-day financial activities, including banking, record-keeping, and reporting.
- **Chairperson:** Provides oversight and ensures compliance with this policy.
- **Volunteers or staff:** Responsible for supporting transparent record keeping processes for spend, expenses, and or programme events. For example, this includes the submission and record keeping of receipts, invoices etc

3. Banking & Cash Handling

- All donations are deposited promptly into FTA's bank account.
- No cash is kept beyond what is necessary for immediate expenses.
- At least two trustees (Founder & Treasurer) are authorized signatories on the bank account.
- All payments require dual approval (two signatories).

4. Record-Keeping

- FTA will maintain a simple ledger (manual or digital) recording all income and expenses.
- The Foundation will keep receipts, bank statements, and supporting documents for every transaction.
- Records are retained for a minimum of 7 years.



5. Budgeting & Spending

- The Board approves an annual budget aligned with the Foundation's charitable objectives.
- Expenditure must be consistent with the approved budget.
- Any expense above a set threshold (£500) requires full Board approval.

6. Reporting & Transparency

- The treasurer prepares quarterly financial reports for the Board.
- An annual financial statement is prepared and shared with donors upon request.
- The Board reviews financial reports at each meeting.

7. Internal Controls

- **Segregation of Duties:** Even where staff may not be operating or there are vacancies, responsibilities are divided among trustees (e.g., one records donations, another reviews bank statements).
- **Dual Authorization:** All payments require two trustees' approval.
- **Independent Review:** At least once a year, a trustee not involved in daily finances reviews records and reconciles bank statements.
- **Conflict of Interest:** Trustees must declare any personal interest in transactions. See Annex A for further details.

8. Safeguards Against Misuse

- No trustee may approve payments to themselves without Board approval.
- Donations are used strictly for charitable purposes.
- Any suspected irregularity is reported immediately to the board and investigated.

9. Review & Updates

- This policy is reviewed annually by the board.
- Updates are made as needed to strengthen controls or comply with new regulations.



Annex A: Conflict of Interest Policy

1. Purpose

To ensure trustees act in the best interest of the Foundation and avoid situations where personal interests' conflict with charitable duties.

2. Definition

A conflict of interest arises when a trustee's or staff's personal, financial, or professional interests could interfere with their duty to act solely in the Foundation's interest.

3. Disclosure

- Trustees must declare any actual or potential conflicts at the start of board meetings.
- Staff and volunteers must declare any actual or potential conflicts of interest to the Chair and where the Chair is the person of interest, declarations should be made to the Founder.
- Disclosures are recorded in meeting minutes.

4. Management

- Trustees with any conflict must abstain from voting or decision-making on the matter.
- The Board may require the trustee to withdraw from discussions.

5. Examples of Conflict of Interest

- Receiving payment or benefit from the Foundation.
- Contracting with a business owned by a trustee, staff or their family.
- Using Foundation resources for personal gain.

6. Enforcement

- Failure to disclose a conflict may result in removal from the board and for staff or volunteers, disengagement from the Foundation.



- The Board reviews conflicts annually to ensure compliance.

Approved by the Board

Date of approval: 26th September 2026