Financial Management Policy

Connect Us Academy CIC

This Financial Management Policy sets out the principles and practices that guide the effective and responsible management of Connect Us Academy CIC's financial resources. It ensures that all funds are managed with integrity, transparency and accountability, supporting the continued delivery of impactful projects for our community.

1. Purpose

The purpose of this policy is to provide a clear framework for the management of all financial matters within Connect Us Academy CIC. It aims to protect the organisation's assets, ensure compliance with statutory obligations, and maintain the trust of funders, partners and the community.

2. Roles and Responsibilities

- The Board of Directors has overall responsibility for the financial health of the organisation and for approving budgets and financial plans.
- The appointed Financial Advisor, a member of the board, provides professional guidance and oversight on financial matters.
- Day-to-day financial operations, including bookkeeping and payments, are managed by designated directors, with at least two directors responsible for approving significant financial decisions.

3. Budgeting and Planning

- Annual budgets are prepared in advance of each financial year and approved by the Board of Directors.
- Budgets are monitored regularly, and any variances are reviewed and addressed promptly.
- All projects and funding applications are supported by clear financial plans to ensure sustainability.

4. Financial Controls

- All income and expenditure are recorded accurately and promptly in the organisation's accounting system.
- At least two authorised signatories are required for payments above a £150 threshold.
- Bank reconciliations are conducted monthly to ensure records match bank statements.
- Cash handling is minimised; where necessary, petty cash is managed with clear documentation and limits.

5. Income Management

- All sources of income, including grant funding, donations and contracted work, are documented and tracked.
- Restricted funds are managed separately to ensure they are used for their intended purposes.
- Invoices are issued promptly, and outstanding payments are followed up regularly.

6. Expenditure Management

- All expenditure must be approved in line with the budget and supported by appropriate documentation (e.g., receipts, invoices).
- Purchases and contracts are made in accordance with the organisation's procurement procedures, ensuring value for money.
- Travel and subsistence expenses are reimbursed in line with pre-agreed rates and upon submission of valid receipts.

7. Reporting and Review

- Management accounts are prepared quarterly and reviewed by the Board of Directors.
- An annual financial report is produced and shared with stakeholders, including funders and the community.
- The financial policy is reviewed annually and updated as necessary to reflect changes in the organisation or external environment.

8. Compliance

- Connect Us Academy CIC complies with all relevant legal and regulatory requirements, including those set by Companies House and HMRC.
- Records are retained securely for at least seven years in accordance with statutory requirements.

9. Conflict of Interest

- All directors and staff declare any potential conflicts of interest in financial matters, and these are managed transparently in line with the organisation's conflict of interest policy.

10. Policy Approval and Implementation

This Financial Management Policy is approved by the Board of Directors and implemented across the organisation. All staff, volunteers and board members are required to familiarise themselves with and adhere to its provisions.

Reviewed: 20/09/2026

Reviewed by: Bhaltinder Khuman

Next reviewed date: 19/09/2027