

London Squash Financial Controls Policy

1. Introduction

- 1.1 Financial records will be kept so that the London Squash can:
 - (a) Meet its legal and other obligations, e.g., Charities Act 1992, Inland Revenue, Customs & Excise and common law.
 - (b) Enable the trustees to be in proper financial control of London Squash.
 - (c) Enable London Squash to meet the contractual obligations and requirements of funders.
- 1.2 London Squash will keep proper books of accounts, which will include:
 - (a) A cashbook analysing all the transactions in London Squash 's bank account(s).
 - (b) A petty cash book if cash payments are being made.
 - (c) Inland Revenue deduction cards P11 and Schedule D numbers for freelance workers.
- 1.3 The financial year will end on the 31st March each year.
- 1.4 Accounts will be drawn up, being initially approved internally by the Audit and Risk Committee followed by external accountants/auditors, then the board, then at an AGM of the charity within three months of the end of the financial year.
- 1.5 Prior to the start of each financial year, the trustees will approve a budgeted income and expenditure account for the following year.
- 1.6 A report comparing actual income and expenditure with the budget will be presented to the trustees every three months.
- 1.7 The AGM will appoint an appropriately qualified auditor/examiner to audit/examine the accounts for presentation to the next AGM.

2. Banking

- 2.1 London Squash will bank on line with Barclays Bank (sort code, A/C no etc available to authorised requests). Accounts will be held in the name of London Squash. The following accounts will be maintained:
- 2.2 The bank mandate (list of people who can sign/approve cheques/payments on the organisations behalf) will always be approved and minuted by the trustees as will all the changes to it.
- 2.3 The charity is conscious that ways of banking are changing and, as such, it now makes all payments 'on line'. Further, Banks are becoming much more 'paperless' such that it no longer issues bank statements. The treasurer will have access to the charities banking data/transactions online and should monitor them on a regular basis.
- 2.4 The charity will not use any other bank or financial institution or use overdraft facilities or loan without of the agreement of the trustees.

3. **Receipts (income)**

- 3.1 All monies received will be recorded promptly in the cash analysis book and banked without delay (note this includes sundry receipts such as payment for telephone calls, photocopying etc.). London Squash will maintain files of documentation to back this up.

4. **Payments (expenditure)**

The aim is to ensure that all expenditure is on the charity's business and is properly authorised and that this can be demonstrated. The latest approved budget provides the cheque signatories with authority to spend up to the budgeted expenditure, not beyond it.

- 4.1 The Treasurer will be responsible for holding the cheque book, should we have one, (unused and partly used cheque books) which should be kept under lock and key.
- 4.2 Blank cheques will NEVER be signed.
- 4.3 The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
- 4.4 No cheques should be signed without original documentation (see below).

5. **Payment documentation**

- 5.1 Every payment out of London Squash's bank accounts by any means will be evidenced by an original invoice (never against a supplier's statement or final demand) with that invoice having initially been formally signed off (signature/dated) by the trustee authorising the incurrence of that service/supply of goods etc from the outset. The aforesaid will be required to return the invoice to the treasurer for payment with 48 hours of receipt. Two trustees, one of which will be the treasurer, will be approved and required to initiate actual payments save that where the non-treasurer trustee was party to initially authorising the incurrence of the expenditure, then a third nominated trustee should be the 2nd 'signatory' to initiate payment. The original invoice will be retained by London Squash and filed. Should London Squash commence using a cheque book for payments then the signatories should ensure that it is referenced with:

Cheque number
Date cheque drawn
Amount of cheque
Who signed the cheque.

- 5.2 The only exceptions to cheques not being supported by an original invoice would be for such items as advanced booking fees for a future course, deposit for a venue, VAT, etc. Here a cheque requisition form will be used and a photocopy of the cheque kept.
- 5.3 Wages and Salaries. There will be a clear trail to show the authority and reason for EVERY such payment; e.g., a cheque requisition, asking for payment to an employee, the Inland Revenue, etc. All employees will be paid within the PAYE, National Insurance regulations.
- 5.4 All staff appointments/departures will be authorised by the trustees, minuting the dates and salary level. Similarly, all changes in hours and variable payments such as overtime, etc, will be authorised either by the trustees.
- 5.5 Petty cash will always be maintained on the imprest system where by

Administration Worker is entrusted with a float as agreed by the trustees. When that is more or less expended, a cheque will be drawn for sufficient funds to bring up the float to the agreed sum, the cheque being supported by a complete set of expenditure vouchers, totalling the required amount, analysed as required.

- 5.6 Expenses / allowances. London Squash will, if asked, reimburse expenditure paid for personally by staff, providing:

Fares are evidenced by tickets.

Other expenditure is evidenced by original receipts.

Car mileage is based on ~~local authority scales~~. AA recommended rates at the time the mileage was incurred.

No cheque signatory signs for the payment of expenses to themselves.

6. Cheque Signatures and cash cards

- 6.1 Each cheque will be signed by at least two ~~people~~-trustees
- 6.2 A cheque must not be signed by the person to whom it is payable.
- 6.3 Hole in the wall type cash cards will not be used and if issued by the bank they will be immediately cut in half.

7. Other undertakings

- 7.1 London Squash does not accept liability for any financial commitment unless properly authorised. Any orders placed or undertakings given, the financial consequences of which are, prima facie, likely to exceed in total £1000 must be authorised and minuted by the trustees. In exceptional circumstances such undertakings can be made with the Chairperson's approval who will then provide full details to the next meeting of the trustees. (This covers such items as the new service contracts, office equipment, purchase and hire).
- 7.2 All fundraising and grant applications undertaken on behalf of the organisation will be done in the name of London Squash with the prior approval of the trustees or in urgent situations the approval of the Chairperson who will provide full details to the next trustee's meeting.

8. Other rules

- 8.1 London Squash will always adhere to good practice in relation to its finances, e.g., when relevant it will set up and maintain a fixed asset register stating the date of purchase, cost, serial numbers and normal location. Additionally, London Squash will maintain a property record of items of significant value, with an appropriate record of their use.

9 Approval



Approved by the Board of Trustees on: 02/10/2026
Next review date: 02/10/2027