

FINANCIAL CONTROLS POLICY

Sunray for Children

Charity number: **1201206**

Registered address:
71–75 Shelton Street
Covent Garden
London
WC2H 9JQ
United Kingdom

Purpose

Sunray for Children is committed to maintaining strong financial management and ensuring that all funds are used responsibly and in line with the charity's objectives.

This policy outlines the procedures used to manage financial resources transparently and responsibly.

Scope

This policy applies to:

- Trustees
 - Staff members
 - Volunteers involved in financial administration
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Financial Responsibilities

The trustees are responsible for ensuring that:

- the charity's funds are used only for charitable purposes
 - accurate financial records are maintained
 - financial decisions are made responsibly and transparently
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Charity Bank Account

All financial transactions must be conducted through the official **Sunray for Children charity bank account**.

Cash payments should be avoided whenever possible.

Financial Records

The organisation will maintain clear and accurate financial records including:

- income and expenditure records
- bank statements
- receipts and invoices
- financial reports

Financial records will be stored securely and reviewed regularly.

Authorisation of Payments

All payments must be approved by authorised individuals within the organisation, usually trustees or designated staff members.

Financial Monitoring

Trustees will regularly review financial information to ensure that funds are managed responsibly and in accordance with the charity's objectives.

Transparency

Sunray for Children is committed to financial transparency and will provide financial information to relevant authorities or funders when required.

Policy Review

This policy will be reviewed periodically to ensure proper financial governance.

Approved by:

Dagmar Szabo
Chair

Signature: 

Date: 10.1.2023

Review date: 10.1.2024