

V-Aid (Victual Aid)

Financial Procedures Policy



**Financial Procedures Policy approved by
Trustees on 13/10/26**

The policy will be subject to an annual review.

Signed: *C. Lau* (Christin Lau on behalf of Trustees)

Financial Procedures Policy

1. Purpose

This policy sets out the financial procedures and controls of V-Aid to ensure that all funds are managed responsibly, transparently, and in line with legal and regulatory requirements.

It applies to trustees, staff, sessional workers, volunteers and anyone authorised to handle funds or financial matters on behalf of V-Aid.

2. Financial Responsibility

- The **Board of Trustees** holds overall responsibility for financial governance.
- Day-to-day financial management may be delegated by the trustees to the CEO and other authorised personnel, within agreed responsibilities.
- All individuals involved in financial processes must act with honesty, integrity, and accountability.

3. Bank Accounts

V-Aid will maintain appropriate banking arrangements in the charity's name. Banking details will be held securely in operational records rather than within this policy.

Personal bank accounts must not be used to hold charity funds.

Bank activity will be reviewed periodically by an authorised person, with appropriate trustee oversight.

4. Authorisation of Payments

Payments must be authorised by a person with appropriate delegated authority before being made.

The level of approval and, where appropriate, additional authorisation will be proportionate to the value, nature and risk of the payment and V-Aid's banking arrangements. Significant or unusual payments should receive additional oversight where reasonably practical.

5. Income Handling

- All income (donations, grants, sales, etc.) must be:
 - Recorded promptly
 - Paid into the V-Aid bank account as soon as possible
- Cash handling will be minimised. Where cash is received:
 - It must be recorded
 - Counted by two individuals where possible
 - Banked promptly

6. Expenditure and Purchasing

Expenditure must support V-Aid's charitable purposes and comply with any relevant budget, funding restriction or funder requirement.

Purchases should represent reasonable value for money and be supported by appropriate financial records.

For significant or unusual purchases, V-Aid will normally seek comparison prices or quotations where proportionate and reasonably practical. Where this is not appropriate, the reasons for the purchasing decision should be recorded, with expenditure subject to the charity's agreed authorisation procedures.

7. Expenses

Staff, sessional workers and volunteers may claim reasonable out-of-pocket expenses in accordance with V-Aid's relevant expenses arrangements.

Claims should normally be supported by receipts or other suitable evidence where available, submitted within a reasonable period and approved by an authorised person other than the claimant where reasonably practical.

8. Financial Records

Accurate financial records will be maintained to support V-Aid's accounting, reporting and grant-management requirements. Records will be retained for periods appropriate to legal, accounting, regulatory or funder requirements.

9. Budgeting and Monitoring

V-Aid will prepare and monitor budgets at organisational, project or grant level where appropriate. Financial performance will be monitored proportionately, and trustees will receive financial information at suitable intervals taking account of the charity's size, activities and level of financial risk.

10. Reserves

- V-Aid will maintain financial reserves in line with its **Reserves Policy**.
- Reserves will be monitored to ensure sustainability of operations.

11. Fraud Prevention and Financial Control

- V-Aid operates a **zero-tolerance approach to fraud and financial misconduct**.
- The following safeguards are in place:
 - Separation of duties where possible
 - Authorisation controls
 - Regular review of transactions
- Any concerns must be reported in line with the **Whistleblowing Policy**.

12. Grants and Restricted Funds

- Funds received for specific purposes will be
 - Used only for their intended purpose
 - Tracked separately where required
 - Reported on in line with funder requirements

13. Assets and Equipment

- V-Aid will maintain records of significant assets (e.g. equipment, machinery).
- Assets will be:
 - Used solely for charitable purposes
 - Safeguarded appropriately

14. Review and Compliance

- This policy will be reviewed annually or when required.
- All financial procedures will comply with:
 - Charity Commission guidance
 - Applicable UK financial regulations