

Curdridge Reading Room and Recreation Ground Charity

Policy on Prevention of Fraud and Aid Diversion

The Trustees of the charity apply the highest possible standards and controls when dealing with the protection of the finances and assets of the charity, the way in which staff, trustees, volunteers and members are treated and the implementation of the Objectives of the charity for its beneficiaries.

Everyone is encouraged to question actions and decisions and report any concerns without having any fear of reprisals. All trustee meeting dates are published in advance and the meetings are open to visitors. Contact details are provided on the premises, in the Parish Magazine and on the website www.curdridgereadingroom.co.uk.

Financial controls are implemented by:

- Separation of duties, no one person has control of any transaction or document
- Two trustee signatures are required for all bank payments regardless of whether they are paper based or electronically generated
- All internal claims for expenditure are authorised by two other trustees
- No cheque or other document is ever signed before the details are entered
- Should a supplier notify the charity of a change of bank account the details will be independently checked by a trustee
- Monthly financial and other reports give all trustees the opportunity to check and question all transactions
- Cash transactions are avoided where possible. For fundraising events cash is essential and controls are exercised where ever possible
- The annual accounts are independently examined despite this not being strictly necessary

The trustees rely on the fact that the charity is locally based and is small enough that everyone is involved in decisions which affect financial resources. The handling of cash is controlled but it is accepted that it is impossible to prevent minor problems occurring during events.

The trustees reiterate that they promote a strong culture of honesty and integrity and will not knowingly allow their own actions to fall short of this standard. Full training is available on the standards required when necessary.

18 January 2018

To be reviewed: January 2019