

# AutAngel Financial Policy and Procedures

Title	AutAngel Financial Policy and Procedures
Creation date	2015-12-15
Last update	2026-04-21
Review date	2028-04-21
Version	1.4
Signed	Laura Williams, Carrie Steers, Sharon Perry

## Financial Policy

The Directors are responsible for:

- Safeguarding the assets of AutAngel
- Preventing fraud
- Avoiding mistakes
- Keeping financial records in accordance with the governing document and relevant legislation
- Preparing Annual Accounts in accordance with the governing document and relevant legislation

To enable the Directors to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by Directors, staff and volunteers.

A copy of this policy and procedures will be given to all Directors on their appointment to the board, and to all relevant staff and volunteers.

The policy and procedures will be reviewed every 3 years by the Directors and revised as necessary.

## Financial Procedures

### 1. Organisational Information

- a. Our financial Year runs from 1<sup>st</sup> July to 30<sup>th</sup> June
- b. Name of Bankers: Cooperative Bank
- c. Name of Accountant: Robin Pincott
- d. Name of Bookkeeper: bookkeeping is undertaken in-house

### 2. Bank Accounts

- a. All bank accounts must be in the name of the organisation.
- b. New accounts may only be opened by a decision of the Directors, which must be minuted.
- c. All cheques must be signed by two signatories

- d. The signatories are responsible for examining the cheque for accuracy and completeness.
- e. All internet bank transfers must be authorised by two Directors who are responsible for ensuring accuracy and completeness prior to transmission.
- f. The signatories are responsible for examining the payment documentation (purchase invoice etc.) prior to signing the cheque or authorising an Internet Transfer

**3. Signatories to the accounts**

- i. Laura Williams, Director
- ii. Karyn Steers, Director
- iii. Sharon Perry, Director

**4. Financial reports**

- a. A financial report will be prepared annually
- b. The financial report will consist of:
  - i. Profit & Loss
  - ii. Balance sheet
- c. The reports will be prepared by the Treasurer
- d. Each financial report will be circulated to the Directors

**5. Insurance**

- a. Appropriate insurance policies will be maintained to cover:
  - i. Public Liability
- b. An inventory of all physical assets of the organisation will be kept and regularly updated.

**6. This financial Policy** and the Financial Procedures detailed above were agreed and minuted at a meeting of the Directors on 8<sup>th</sup> April 2026.