Financial Management Policy

Document Control

ITEM	DETAILS
Policy Number	GP12
Policy Title	Financial Management Policy
Policy Owner	Board of Directors
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Applies To	Board of Directors, Volunteers authorised to handle finances, and anyone managing funds or assets on behalf of Gravesham Pride CIC
Related Policies	Risk Management Policy, Conflict of Interest Policy, Event Management Policy, Articles of Association
Related Legislation	Companies Act 2006, Community Interest Company Regulations 2005, Charities Act 2011 (good practice reference where appropriate), Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR), Proceeds of Crime Act 2002, Bribery Act 2010

1. Purpose

Gravesham Pride CIC is committed to managing its finances responsibly, transparently and in a manner that supports the long-term sustainability of the organisation.

Although Gravesham Pride CIC is a not-for-profit Community Interest Company, it remains responsible for ensuring that all income, expenditure, assets and financial decisions are managed with integrity and accountability.

The purpose of this policy is to establish the principles and arrangements for the sound financial management of Gravesham Pride CIC.

This policy aims to:

- protect the organisation's financial resources
- ensure appropriate financial oversight
- promote transparency and accountability
- reduce the risk of fraud or financial irregularity
- support informed decision-making
- ensure compliance with relevant legal and regulatory requirements
- maintain public confidence in the organisation

Financial management is a shared responsibility. Everyone authorised to handle money or organisational assets on behalf of Gravesham Pride CIC must do so honestly, responsibly and in accordance with this policy.

2. Scope

This policy applies to all financial activities undertaken by or on behalf of Gravesham Pride CIC. This includes, but is not limited to:

- income
- expenditure
- grants
- sponsorship
- donations
- fundraising
- event revenue
- merchandise sales
- banking
- procurement
- expenses
- organisational assets
- financial records

This policy applies to all Directors and to any volunteer who has been authorised by the Board to undertake financial responsibilities on behalf of the organisation.

It applies throughout the financial year and covers all events, projects and organisational activities.

3. Definitions

Financial Management

Financial management is the process of planning, controlling, recording and monitoring the financial resources of Gravesham Pride CIC. Its purpose is to ensure that organisational funds are used appropriately, responsibly and in support of the organisation's objectives.

Authorised Expenditure
Authorised expenditure is spending that has been approved in accordance with the governance arrangements established by the Board of Directors. No person should commit the organisation to expenditure beyond the authority delegated to them.

Organisational Assets
Organisational assets include any property, equipment, funds or resources owned, leased or controlled by Gravesham Pride CIC.

Examples include:
- bank accounts
- cash
- event equipment
- radios
- gazebos
- laptops
- merchandise
- branding materials
- intellectual property

Fraud
Fraud is any deliberate act intended to obtain financial or personal gain through deception or dishonest conduct.

Examples include:
- theft
- false expense claims
- misuse of organisational funds
- falsifying financial records
- unauthorised payments

Financial Controls
Financial controls are the procedures implemented to protect organisational funds and ensure that financial decisions are made appropriately.

Examples include:
- approval limits
- separation of responsibilities
- record keeping
- reconciliation of accounts
- financial reporting

4. Our Commitment
Gravesham Pride CIC is committed to maintaining the highest standards of financial governance.

We will:
- manage organisational funds responsibly
- maintain accurate financial records
- operate appropriate financial controls
- ensure financial decisions are transparent

- safeguard organisational assets
- prevent fraud and financial misuse
- comply with legal and regulatory obligations
- regularly review financial performance
- use our resources to maximise community benefit

As a Community Interest Company, we recognise that every pound entrusted to the organisation should be used carefully and responsibly to support our mission and the communities we serve.

5. Policy

5.1 General Financial Principles

Gravesham Pride CIC will manage its finances in a manner that is:

- transparent
- accountable
- lawful
- proportionate
- sustainable
- consistent with our Articles of Association and community purpose

Financial decisions should always support the organisation's objectives and provide value for money.

All income and expenditure should be properly recorded and supported by appropriate documentation.

5.2 Financial Responsibilities

The Board of Directors has overall responsibility for the financial governance of Gravesham Pride CIC.

The Board will ensure that:

- appropriate financial controls are maintained
- financial decisions are properly authorised
- accurate accounting records are kept
- financial reports are reviewed regularly
- organisational funds are protected
- legal obligations are met

Where specific financial responsibilities are delegated, the Board remains accountable for ensuring appropriate oversight.

5.3 Banking Arrangements

All organisational funds must be held in bank accounts approved by the Board of Directors.

Bank accounts must be held in the name of Gravesham Pride CIC.

Appropriate arrangements will be established for:

- authorised signatories
- electronic banking
- payment approvals
- security of banking information
- regular reconciliation of accounts

Access to organisational banking facilities will be restricted to those authorised by the Board.

Changes to banking arrangements should be approved by the Board and recorded in the meeting minutes.

5.4 Income

All income received by Gravesham Pride CIC should be recorded accurately and deposited promptly into the organisation's bank account where appropriate.

Income may include:

- sponsorship
- grants
- donations
- fundraising
- merchandise sales
- stallholder fees
- ticket income where applicable
- other legitimate sources of organisational income

Receipts or appropriate records should be maintained wherever reasonably practicable.
Income should never be paid into personal bank accounts.

5.5 Expenditure and Purchasing

All expenditure made on behalf of Gravesham Pride CIC must support the organisation's objectives and provide reasonable value for money.

Before committing the organisation to expenditure, the person responsible should ensure that:

- the purchase is necessary
- sufficient funds are available
- the expenditure has been authorised appropriately
- any relevant conflicts of interest have been declared
- suitable evidence of the purchase will be retained

No Director or volunteer should commit Gravesham Pride CIC to expenditure unless they have been authorised to do so.

Where expenditure has not been approved in advance, reimbursement cannot be guaranteed.

Personal purchases and organisational purchases should remain clearly separate.

5.6 Authorisation of Payments

Payments must be authorised in accordance with arrangements approved by the Board of Directors. The Board should establish proportionate approval levels based upon the size and nature of the organisation's activities.

Where reasonably practicable, no individual should both request and approve the same payment.

Payments should normally be supported by appropriate evidence, such as:

- an invoice
- a receipt
- a contract
- an approved expense claim
- written confirmation of the goods or services supplied

Any unusual, high-value or unbudgeted payment should be referred to the Board before payment is made.

Payment approvals should be clear, traceable and retained with the relevant financial records.

5.7 Budgeting
Gravesham Pride CIC will prepare appropriate budgets to support financial planning and responsible decision-making.

Budgets may be prepared for:
- the annual operation of the organisation
- individual events
- projects
- funded activities
- specific areas of expenditure

Budgets should include reasonable estimates of anticipated income and expenditure.

The Board will review financial performance against agreed budgets and consider any significant variations.

Where projected expenditure is likely to exceed the approved budget, the matter should be referred to the Board before additional commitments are made wherever reasonably practicable.

Budgeting does not remove the need for individual expenditure to be properly authorised.

5.8 Volunteer Expenses
Gravesham Pride CIC recognises that volunteers should not be left at an unreasonable financial disadvantage because of authorised volunteering activities.

Reasonable, necessary and pre-approved expenses may be reimbursed where organisational funds allow.

Examples may include:
- agreed travel costs
- parking charges
- purchases made on behalf of the organisation
- other authorised costs directly connected with volunteering duties

Expense claims should:
- be submitted within a reasonable period
- explain the purpose of the expense
- include receipts or other supporting evidence wherever available
- be approved by someone other than the claimant

Where a receipt is unavailable, the claimant should provide a written explanation. Reimbursement without evidence will be considered at the organisation's discretion.

Expenses are reimbursement of genuine costs and do not constitute payment for volunteering.

5.9 Cash Handling

Where cash is collected through fundraising, merchandise sales, donations or event activities, appropriate controls must be used.

Where reasonably practicable:

- cash should be counted by two people
- totals should be recorded
- discrepancies should be reported promptly
- cash should be stored securely
- money should be deposited into the organisational bank account without unnecessary delay

Cash must never be retained for personal use, borrowed or mixed with personal funds.

The amount of cash held at events should be kept to the minimum reasonably required.

Where digital or card payments are available and practical, these may be preferred because they reduce the risks associated with handling cash.

5.10 Procurement and Value for Money
Gravesham Pride CIC will seek to obtain appropriate quality, reliability and value when purchasing goods or services.

Procurement arrangements should be proportionate to the value, complexity and risk of the purchase.

For higher-value or significant purchases, the organisation should consider obtaining more than one quotation wherever reasonably practicable.

Selection decisions may take account of:

- price
- quality
- reliability
- relevant experience
- accessibility
- environmental impact
- safeguarding
- health and safety
- alignment with the values of Gravesham Pride CIC.

The lowest-priced option will not always represent the best value. Any actual, potential or perceived conflict of interest must be declared before a procurement decision is made.

Procurement decisions of significance should be recorded appropriately.

5.11 Contracts and Financial Commitments
Only individuals authorised by the Board may enter into contracts or make financial commitments on behalf of Gravesham Pride CIC.

Before a contract is agreed, consideration should be given to:

- the total financial commitment
- payment terms
- cancellation provisions
- insurance requirements

- delivery expectations
- liability
- safeguarding or health and safety responsibilities
- whether specialist advice is required

Verbal agreements that create financial commitments should be avoided wherever practicable.

Significant contracts should be retained securely and brought to the attention of the Board.

No Director or volunteer should sign a contract in a personal capacity where the intention is to bind Gravesham Pride CIC.

5.12 Grants and Restricted Funding
Grant income must be used in accordance with the conditions attached to the funding.

Before accepting a grant, Gravesham Pride CIC should consider:
- whether the funded activity supports the organisation's objectives
- whether the conditions can reasonably be met
- any reporting requirements
- any restrictions on how the money may be used
- whether the organisation has sufficient capacity to deliver the funded activity

Restricted funds must only be used for the purpose specified by the funder.

Appropriate records should be maintained to demonstrate how grant funding has been used.

Any risk that funding conditions may not be met should be reported to the Board promptly.

5.13 Sponsorship and Donations
Sponsorship and donations can provide valuable support for the work of Gravesham Pride CIC. However, financial support must never compromise the organisation's independence, values or community purpose.

Before accepting significant sponsorship or donations, the organisation should consider:
- the identity and activities of the supporter
- any conditions attached
- potential reputational risks
- whether the arrangement aligns with our values
- whether the support could create an actual or perceived conflict of interest

Sponsorship arrangements should be transparent and recorded appropriately.

In accordance with our organisational commitments, sponsorship will not be used to create financial segregation, exclusive VIP areas or ownership of the front of our Pride March.

Gravesham Pride belongs to the community and will not be shaped by financial privilege.

5.14 Fundraising
All fundraising undertaken in the name of Gravesham Pride CIC must be authorised by the organisation.

Fundraising activities should be:

- lawful
- honest
- transparent
- consistent with our values
- respectful of donors
- accurately recorded

Funds raised for a specific purpose should be used for that purpose.

Anyone collecting money on behalf of Gravesham Pride CIC must follow approved arrangements and ensure that all funds are transferred promptly to the organisation.

Misleading statements about how donations will be used are not acceptable.

5.15 Asset Management
Gravesham Pride CIC will maintain appropriate oversight of significant organisational assets.

Assets may include:
- event equipment
- radios
- gazebos
- banners and signage
- computers and electronic devices
- furniture
- merchandise stock
- specialist equipment

Where appropriate, a central Asset Register should record:
- the description of the asset
- the date acquired
- the purchase value where known
- its location or custodian
- its current condition
- disposal details when no longer held

Organisational assets must only be used for authorised purposes and should be kept secure and in reasonable condition.

Loss, theft or damage should be reported promptly.

Assets should not be sold, transferred or disposed of without appropriate authority.

5.16 Financial Records
Accurate and complete financial records must be maintained. Records may include:
- invoices
- receipts
- expense claims
- bank statements
- grant agreements
- sponsorship agreements
- payment approvals
- cash records

- financial reports
- accounting records
- supporting correspondence

Records should be retained securely for the period required by law and organisational requirements.

Financial information must be handled in accordance with the Confidentiality & Data Protection Policy.

Records should provide a clear audit trail showing:
- what money was received or spent
- why the transaction occurred
- who authorised it
- what evidence supports it

5.17 Financial Reporting
The Board of Directors should receive appropriate and regular information about the financial position of Gravesham Pride CIC.

Financial reporting should be proportionate to the organisation's size and activities and may include:
- current bank balances
- income and expenditure
- performance against budget
- outstanding financial commitments
- grant or restricted-fund balances
- significant financial risks
- projected event costs.

Directors should be given sufficient information to understand the organisation's financial position and make informed decisions.

Any significant concern regarding affordability, cash flow or financial sustainability should be escalated promptly.

5.18 Annual Accounts and Statutory Filings
Gravesham Pride CIC will prepare and submit annual accounts and other statutory financial information in accordance with applicable legal and regulatory requirements.

The Board is responsible for ensuring that:
- accounting records are maintained
- filing deadlines are understood
- appropriate professional advice is obtained where necessary
- information submitted is accurate and complete
- financial and CIC reporting obligations are met

Failure to meet statutory deadlines may expose the organisation and its Directors to penalties, reputational damage or legal risk and will therefore be treated seriously.

5.19 Reserves and Financial Sustainability
Gravesham Pride CIC will seek to maintain an appropriate level of financial resilience.

Where funds allow, the Board may designate reserves to help the organisation respond to:

- unexpected costs
- loss of income
- event cancellation
- contractor failure
- emergency expenditure
- future organisational needs

The appropriate level of reserves will depend upon the organisation's financial position, commitments and risk exposure.

Funds should not be accumulated without a clear organisational purpose, but the Board should avoid committing all available resources where this would leave Gravesham Pride CIC unable to meet foreseeable obligations.

5.20 Insurance
The Board will consider and maintain appropriate insurance cover for the organisation's activities. This may include:

- public liability insurance
- event insurance
- volunteer insurance
- equipment cover
- directors' and officers' liability insurance
- other specialist cover where appropriate

Insurance does not replace effective risk management.

The organisation must comply with the terms, conditions and notification requirements of its insurance policies.

Any incident that may lead to an insurance claim should be reported promptly.

5.21 Fraud, Theft and Financial Irregularity
Gravesham Pride CIC has zero tolerance for fraud, theft, bribery, corruption or deliberate misuse of organisational resources.

Any concern relating to financial wrongdoing should be reported immediately to the Chair or another Director.

Where the concern relates to the Chair, it should be reported to another Director.

Depending upon the circumstances, action may include:

- securing relevant records
- restricting access to funds or systems
- reviewing affected transactions
- seeking professional advice
- notifying the bank, insurer, Police or another appropriate authority
- considering action under the Code of Conduct or Speaking Up Policy

No individual should investigate suspected criminal activity beyond their authority.

Genuine concerns raised honestly and in good faith will be taken seriously and managed sensitively.

5.22 Financial Conflicts of Interest

Anyone involved in financial decision-making must declare any actual, potential or perceived conflict of interest. This includes interests involving:

- suppliers
- contractors
- sponsors
- grant recipients
- family members
- personal businesses
- organisations with which the individual is connected

Declarations must be managed in accordance with the Conflict of Interest Policy and recorded in the relevant meeting minutes.

No one should participate in a financial decision where their involvement could improperly influence, or reasonably appear to influence, the outcome.

6. Roles and Responsibilities

6.1 Board of Directors

The Board of Directors has collective responsibility for the financial governance of Gravesham Pride CIC. The Board will:

- approve budgets and significant financial commitments;
- monitor the financial position of the organisation;
- ensure appropriate controls are in place;
- oversee statutory reporting and filing;
- protect organisational assets;
- respond to significant financial risks or irregularities.

6.2 Chair

The Chair will support effective financial governance by ensuring that significant financial matters are brought before the Board and that decisions are properly recorded.

The Chair must not exercise unchecked control over organisational funds and remains subject to the same approval and conflict-of-interest arrangements as every other Director.

6.3 Directors with Delegated Financial Responsibilities

Any Director given specific financial responsibilities must:

- act within their delegated authority
- maintain accurate records
- provide timely financial information
- protect access to banking and financial systems
- raise concerns promptly
- support transparent Board oversight

Delegation does not remove the Board's collective responsibility.

6.4 Volunteers Authorised to Handle Money

Volunteers authorised to collect, hold or spend organisational funds must:

- follow approved procedures
- keep money secure

- retain relevant evidence
- transfer funds promptly
- report discrepancies or concerns immediately
- never use organisational money for personal purposes

7. Monitoring and Compliance

The Board of Directors is responsible for ensuring that the financial arrangements of Gravesham Pride CIC remain effective, proportionate and appropriate for the organisation's size and activities.

Financial governance will be monitored through:

- regular review of income and expenditure
- comparison of actual financial performance against approved budgets
- review of bank balances and outstanding commitments
- reconciliation of bank accounts and cash records
- review of significant purchases and contracts
- monitoring of grants, restricted funding and sponsorship
- review of organisational assets
- consideration of financial risks
- review of any discrepancies, concerns or suspected irregularities
- completion of annual accounts and statutory reporting requirements

The frequency and detail of financial reporting should reflect the organisation's activities and level of financial risk.

Significant concerns must be reported to the Board without unnecessary delay. These may include:

- unexpected reductions in income
- significant overspending
- insufficient funds to meet commitments
- missing financial records
- unexplained transactions
- suspected fraud or theft
- failure to meet grant conditions
- risk of missing a statutory filing deadline

The Board will ensure that appropriate corrective action is agreed, allocated and monitored.

Where necessary, Gravesham Pride CIC may obtain advice or support from an accountant, bookkeeper, solicitor, insurer, bank or other appropriately qualified adviser.

Seeking professional assistance does not remove the Directors' collective responsibility for the organisation's finances, records and statutory obligations. Company directors remain legally responsible even where another person is appointed to assist with accounts or administration.

8. Financial Irregularities and Breaches of this Policy

Any suspected breach of this policy must be reported promptly to the Chair or another Director. Where the concern involves the Chair, it must be reported to another Director.

Concerns may include:

- unauthorised expenditure
- failure to retain receipts or financial evidence
- inappropriate use of organisational funds

- failure to declare a financial conflict of interest;
- unauthorised access to banking facilities
- inaccurate or misleading financial records
- deliberate failure to follow approval arrangements
- theft, fraud, bribery or corruption
- attempts to conceal a financial transaction or irregularity

The organisation will respond fairly, proportionately and confidentially wherever possible.

Depending upon the circumstances, action may include:
- clarification or additional guidance
- withdrawal of financial authority
- correction of financial records
- recovery of organisational funds or assets
- review of affected payments or decisions
- investigation under the Code of Conduct
- referral through the Speaking Up Policy
- notification to the bank, insurer, funder or grant provider
- obtaining professional advice
- referral to the Police or another appropriate authority

No individual should attempt to conceal, alter or destroy records connected with a suspected financial irregularity.

Anyone raising a genuine concern honestly and in good faith will be supported and must not be subjected to unfair treatment or retaliation.

9. Equality Statement

Gravesham Pride CIC is committed to ensuring that its financial decisions support equality, diversity, inclusion and accessibility.

Financial arrangements will be applied fairly and without unlawful discrimination on the grounds of:
- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

When making significant financial decisions, the Board should consider:
- whether the decision could create barriers to participation
- whether reasonable adjustments or accessibility requirements have been adequately resourced
- whether procurement decisions reflect our organisational values
- whether funding is distributed fairly and transparently
- whether financial decisions could unintentionally disadvantage particular communities
- whether community benefit remains central to the proposed expenditure.

Value for money does not mean selecting the cheapest option regardless of quality, accessibility, safety or inclusion.

Financial decisions should balance affordability with our responsibility to deliver safe, accessible and inclusive activities.

10. Policy Review

This policy will normally be reviewed every two years. An earlier review may take place where:

- legislation or regulatory requirements change
- financial arrangements change
- organisational growth creates additional financial complexity
- significant financial concerns or irregularities arise
- grant or funding requirements identify necessary improvements
- organisational learning demonstrates that changes are required
- the Board determines that an earlier review is appropriate

The Board of Directors is responsible for approving any amendments to this policy.

Operational financial forms and templates may be updated independently where the change does not alter the principles or approval requirements contained within this policy.

Appendix GP12-A

Practical Examples

The following examples illustrate how this policy should be applied in practice.

Example 1 – Unauthorised Purchase

Situation

A volunteer purchases £250 of event materials without seeking approval and later asks to be reimbursed.

Expected Practice

The volunteer should obtain approval before making the purchase. The Board considers the reimbursement request based on necessity, available evidence and whether the expenditure represented reasonable value, but reimbursement is not automatically guaranteed.

Inappropriate Practice

Assuming that all purchases made for Gravesham Pride will be reimbursed regardless of whether they were authorised.

Example 2 – Approving Your Own Expense

Situation

A Director submits a claim for travel and parking costs incurred while attending a meeting on behalf of Gravesham Pride CIC.

Expected Practice

The claim includes appropriate evidence and is reviewed and approved by another authorised Director.

Inappropriate Practice

The Director approves and processes their own claim without independent review.

Example 3 – Cash Fundraising

Situation

Cash donations are collected during a community fundraising activity.

Expected Practice

Where reasonably practicable, two authorised people count the money, record the total and ensure it is stored securely and paid into the Gravesham Pride CIC bank account promptly.

Inappropriate Practice

A volunteer takes the cash home without recording the total or informing anyone where it is being held.

Example 4 – Supplier Quotation

Situation

Gravesham Pride CIC needs to appoint a contractor for a significant element of the Pride event.

Expected Practice

The organisation considers suitable quotations or comparable options where reasonably practicable. The decision takes account of cost, quality, experience, safety, reliability, accessibility and alignment with organisational values.

Inappropriate Practice
Automatically awarding the work to a familiar supplier without considering value, suitability or conflicts of interest.

Example 5 – Conflict of Interest
Situation
A Director's partner owns a business that wishes to supply equipment for the event.

Expected Practice
The Director declares the relationship before the matter is discussed. The declaration and agreed management arrangements are recorded in the meeting minutes, and the Director does not improperly influence the decision.

Inappropriate Practice
The Director negotiates or approves the purchase without disclosing the relationship.

Example 6 – Grant Funding
Situation
Gravesham Pride CIC receives a grant specifically to improve event accessibility.

Expected Practice
The funding is recorded and used only for the agreed purpose. Evidence of expenditure is retained and any required reports are completed accurately.

Inappropriate Practice
Using part of the restricted grant to cover unrelated entertainment costs.

Example 7 – Sponsorship Conditions
Situation
A potential sponsor offers significant funding but asks for an exclusive area at the event that is unavailable to general attendees.

Expected Practice
The Board considers the proposal against Gravesham Pride CIC's values and commitment not to create financial segregation or VIP spaces. The condition is declined.

Inappropriate Practice
Accepting the condition solely because the organisation needs additional funding.

Example 8 – Missing Receipt
Situation
A volunteer loses a receipt for a small purchase that had been approved in advance.

Expected Practice
The volunteer explains what happened and provides alternative evidence where possible. An authorised Director decides whether reimbursement is appropriate and records the reason for the decision.

Inappropriate Practice
Creating or altering a receipt to support the claim.

Example 9 – Unexpected Overspend

<u>Situation</u>
Event costs are forecast to exceed the approved budget because of an unexpected licensing or safety requirement.

<u>Expected Practice</u>
The additional cost and its impact are reported to the Board before further commitments are made. The Board considers available funds, alternative options and the risk of proceeding.

<u>Inappropriate Practice</u>
Continuing to commit expenditure without informing the Board.

Example 10 – Suspected Fraud

<u>Situation</u>
A Director identifies several payments that do not appear to have supporting invoices or clear organisational purposes.

<u>Expected Practice</u>
The concern is reported immediately, relevant records are secured and access to financial systems is reviewed where necessary. Appropriate professional or external advice is obtained.

<u>Inappropriate Practice</u>
Confronting individuals publicly, altering the records or delaying action until the next routine review.

Example 11 – Organisational Equipment

<u>Situation</u>
A volunteer asks to borrow a Gravesham Pride laptop for personal use.

<u>Expected Practice</u>
The request is declined unless there is a properly authorised organisational reason and appropriate arrangements are in place.

<u>Inappropriate Practice</u>
Allowing organisational equipment to be used privately without approval, oversight or consideration of information security.

Example 12 – Statutory Filing

<u>Situation</u>
A Director responsible for preparing information for the annual accounts becomes aware that the filing deadline may not be met.

<u>Expected Practice</u>
The concern is escalated immediately. The Board agrees urgent action and obtains professional assistance where necessary.

<u>Inappropriate Practice</u>
Waiting until after the deadline to inform the remaining Directors.

Key Financial Management Principles

Everyone handling money or assets on behalf of Gravesham Pride CIC should remember:

- Organisational money is never personal money.

- Obtain approval before committing expenditure.
- Keep clear and accurate records.
- Retain invoices, receipts and supporting evidence.
- Never approve your own payment or expense claim.
- Declare financial conflicts of interest.
- Keep cash, equipment and banking information secure.
- Report mistakes, discrepancies and concerns immediately.
- Use funding only for its agreed purpose.
- Make decisions that support community benefit.
- Ask for guidance whenever you are unsure.

Good financial governance protects Gravesham Pride CIC, its Directors, its volunteers and the trust placed in us by our community.

Appendix GP12-B

Related Legislation and Governance Documents

Primary Legislation
This policy should be read alongside relevant legislation, including:
- Companies Act 2006
- Companies (Audit, Investigations and Community Enterprise) Act 2004
- Community Interest Company Regulations 2005
- Bribery Act 2010
- Proceeds of Crime Act 2002
- Fraud Act 2006
- Data Protection Act 2018
- UK General Data Protection Regulation
- Equality Act 2010

The Companies Act requires companies to keep adequate accounting records, including records showing money received and spent and the company's assets and liabilities.

The Bribery Act establishes offences relating to offering, receiving and failing to prevent bribery, and official guidance emphasises proportionate anti-bribery arrangements appropriate to an organisation's circumstances.

Community Interest Company Requirements
As a Community Interest Company, Gravesham Pride CIC must comply with the financial and reporting requirements applicable to its company structure.

Directors have an additional responsibility to prepare an annual community interest company report, normally using form CIC34, and file it with the company's accounts. The report demonstrates how the CIC continues to satisfy the community interest test and engage with stakeholders in delivering community benefit.

The annual accounts must be approved by the Directors before filing.
The Board should ensure that current filing requirements and deadlines are confirmed each year through Companies House and the Office of the Regulator of Community Interest Companies.

Financial Record Retention
Financial and accounting records must be retained for the period required by company and tax law.

Different statutory rules can apply depending on the type of record and the reason it is held. Gravesham Pride CIC should therefore adopt a documented retention schedule and obtain accountancy advice where uncertainty exists.

Government guidance for company tax records generally states that relevant records should be kept for six years from the end of the financial year to which they relate, with longer retention required in some circumstances.

Related Gravesham Pride CIC Governance Documents
This policy should be read alongside:
- Articles of Association
- Governance Handbook

- GP01 – Code of Conduct
- GP04 – Conflict of Interest Policy
- GP05 – Confidentiality & Data Protection Policy
- GP06 – Speaking Up (Whistleblowing) Policy
- GP08 – Volunteer Management Policy
- GP11 – Risk Management Policy
- GP13 – Event Management Policy
- approved annual and event budgets
- grant and sponsorship agreements
- organisational Risk Register
- Asset Register
- Board meeting minutes
- current insurance documents
- financial forms and templates contained within Appendix GP12-C

Good Financial Governance Principles

This policy should be read alongside the following Gravesham Pride CIC governance documents:

- Articles of Association
- Governance Handbook
- GP01 – Code of Conduct
- GP02 – Equality, Diversity, Inclusion & Accessibility (EDIA) Policy
- GP03 – Safeguarding Policy
- GP04 – Conflict of Interest Policy
- GP05 – Confidentiality & Data Protection Policy
- GP06 – Speaking Up (Whistleblowing) Policy
- GP07 – Complaints & Concerns Policy
- GP08 – Volunteer Management Policy
- GP09 – Volunteer Code of Conduct
- GP10 – Health, Safety & Safe Working Policy
- GP11 – Risk Management Policy
- GP13 – Document Control & Records Management Policy
- GP14 – Communications, Branding & Social Media Policy
- GP15 – Environmental Sustainability Policy
- GP16 – Event Governance & Delivery Policy

Review and Version Control

This appendix will be reviewed whenever there are significant changes to:

- company or financial legislation
- Community Interest Company requirements
- Companies House filing arrangements
- financial reporting obligations
- related Gravesham Pride CIC governance documents
- the organisation's financial systems or activities

Our Commitment to Financial Stewardship

Every pound entrusted to Gravesham Pride CIC carries responsibility.

Whether it comes from a donation, grant, sponsor, stallholder, fundraising activity or community supporter, it must be managed honestly, carefully and transparently.

We will use our resources to advance our community purpose, protect the future of the organisation and deliver Pride events that remain inclusive and accessible.

We will not allow financial influence to override our values.

We will not create VIP spaces or financial barriers that divide our community.

We will not sell ownership of the front of our Pride March.
Our finances exist to support our Pride, not to change what our Pride stands for.

By maintaining clear controls, accurate records and collective Board oversight, we protect the trust placed in Gravesham Pride CIC and ensure our resources continue to benefit the communities we proudly serve.

	GRAVESHAM PRIDE CIC **GP12-C1 – PAYMENT AUTHORISATION RECORD** This form must be completed and authorised before any payment is made on behalf of Gravesham Pride CIC.	Form Ref: **GP12-C1** Version: 1.0 Review Date: ___ / ___ / _____

SECTION 1 – PAYMENT DETAILS

1. Date of Request:		2. Payment Reference No.: *(For office use)*	
3. Supplier / Payee Name:			
4. Supplier Contact (if known):			
5. Description of Goods / Services: *(include purpose and event / project if applicable)*			
6. Amount (GBP):	£	7. VAT Amount (if any):	£
8. Total Amount Payable (GBP):	£		
9. Budget Heading / Cost Code:			
10. Is this expenditure included in the approved budget?	☐ Yes ☐ No If No, please explain:		
11. Supporting Documents Attached: *(Please tick all that apply)*	☐ Invoice ☐ Quote ☐ Contract ☐ Receipt ☐ Other (please specify): ____________________		
12. Payment Method: *(Please tick one)*	☐ Bank Transfer ☐ Card Payment ☐ Cash ☐ Other (please specify): ____________________		
13. Proposed Payment Date:			

SECTION 2 – AUTHORISATION

I confirm that this payment is necessary, appropriate and represents value for money for Gravesham Pride CIC.
I confirm that sufficient funds are available and this payment is authorised in accordance with the Financial Management Policy.

Authoriser 1 *(Must be an authorised Director)*	Name:	Role:
	Signature:	Date: ___ / ___ / _____
	Comments / Conditions (if any):	
Authoriser 2 *(Must be an authorised Director)*	Name:	Role:
	Signature:	Date: ___ / ___ / _____
	Comments / Conditions (if any):	

Note: Two authorised signatories are required for all payments unless a higher limit has been approved by the Board.

SECTION 3 – PAYMENT COMPLETION (To be completed after payment has been made)

1. Date Paid:	___ / ___ / _____	**2. Amount Paid (GBP):**	£
3. Payment Method Used: *(if different from above)*	☐ Bank Transfer ☐ Card Payment ☐ Cash ☐ Other (please specify): ____________________		
4. Payment Reference / Transaction ID: *(e.g., bank reference)*		5. Recorded By: Name:	Date: ___ / ___ / _____
6. Notes / Additional Information:			

For Office Use Only

Checked By: ____________________ Date: ___ / ___ / _____ Entered In Accounts By: ____________________ Date: ___ / ___ / _____

All completed forms must be retained in accordance with the Financial Management Policy and legal requirements.

	GRAVESHAM PRIDE CIC **GP12-C2 – VOLUNTEER EXPENSE CLAIM FORM** Please use this form to claim reimbursement for reasonable, pre-approved expenses incurred while volunteering for Gravesham Pride CIC.	Form Ref: **GP12-C2** Version: 1.0 Review Date: ___ / ___ / _____

SECTION 1 – CLAIMANT DETAILS

1. Full Name:		2. Role / Volunteer Position:
3. Address:		
4. Email Address:		5. Contact Number:

SECTION 2 – CLAIM DETAILS

1. Event / Activity / Meeting:	
2. Date(s) of Volunteer Activity:	From: ___ / ___ / _____ To: ___ / ___ / _____
3. Purpose of Expenses: *(Briefly explain why the expenses were necessary)*	

4. Date of Expense *(dd/mm/yyyy)*	**5. Type of Expense** *(e.g. Travel, Parking, Purchases)*	**6. Description / Reason** *(e.g. travel to event, purchase of materials)*	**7. Amount** *(GBP)*	**8. Receipts Attached** *(Yes / No)*
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
		9. TOTAL CLAIM (GBP):	£	

SECTION 3 – CLAIMANT DECLARATION

I confirm that:

- The expenses detailed above were necessarily and reasonably incurred while volunteering for Gravesham Pride CIC.
- These expenses have not been, and will not be, claimed from any other organisation.
- I have attached receipts or other supporting evidence where available.

Name:	Signature:	Date: ___ / ___ / _____

SECTION 4 – AUTHORISATION (To be completed by an authorised Director)

I confirm that the above expenses are reasonable, were incurred while volunteering for Gravesham Pride CIC, and are authorised for reimbursement in accordance with the Financial Management Policy.

Authorised By (Name):	Role:
Signature:	Date: ___ / ___ / _____
Comments (if any):	

SECTION 5 – PAYMENT DETAILS (To be completed by Finance Lead)

1. Amount Approved (GBP):	£	2. Payment Method:	☐ Bank Transfer ☐ Cash ☐ Other _________
3. Date Paid:	___ / ___ / _____	4. Transaction Reference / Payment ID:	
5. Paid By (Name):		6. Notes:	

All expense claims must be submitted **within 30 days of the expense being incurred.**

All completed forms must be retained securely in accordance with the Financial Management Policy and legal requirements.

	GRAVESHAM PRIDE CIC **GP12-C3 – CASH COLLECTION RECORD** Use this form to record cash collected during fundraising, merchandise sales, donations or other cash activities. All cash must be counted by two people, recorded, secured and banked as soon as reasonably possible.	Form Ref: **GP12-C3** Version: 1.0 Review Date: ___ / ___ / _____

SECTION 1 – COLLECTION DETAILS

1. Event / Activity:		
2. Location:		
3. Date of Collection:	___ / ___ / _____	4. Time Collection Completed: ______________
5. Purpose of Collection:	☐ Donations ☐ Merchandise Sales ☐ Fundraising ☐ Bucket Collection ☐ Refreshments ☐ Other (please specify): ______________	
6. Description / Notes (if any):		

SECTION 2 – CASH COUNT RECORD (Counted by two people)

Denomination	Quantity	Value (GBP)	Denomination	Quantity	Value (GBP)
£50 Notes			*Other Notes (please specify)*		
£20 Notes					
£10 Notes			*Other Notes (please specify)*		
£5 Notes					
TOTAL NOTES		£	______________		
£2 Coins			*Other Coins (please specify)*		
£1 Coins					
50p Coins					
20p Coins					
10p Coins					
5p Coins					
2p Coins					
1p Coins					
TOTAL COINS		£	**TOTAL OTHER**		£
TOTAL CASH COLLECTED (A)		£	**GRAND TOTAL (A + Other)**		£

SECTION 3 – VERIFICATION (To be completed by the two people who counted the cash)

1. Counter 1 Name:		Signature:	Date: ___ / ___ / _____
2. Counter 2 Name:		Signature:	Date: ___ / ___ / _____
3. Any Discrepancies / Notes (if applicable):			

SECTION 4 – BANKING DETAILS

1. Date Banked:	___ / ___ / _____	2. Bank / Building Society:
3. Amount Banked (GBP):	£	4. Paying In Slip / Reference No.:
5. Banked By (Name):		Signature:
6. Any Issues / Notes:		

SECTION 5 – OFFICE USE ONLY

1. Date Received in Accounts:	___ / ___ / _____	2. Verified By (Name):
3. Signature:		4. Date: ___ / ___ / _____

All cash must be recorded, banked promptly and this form retained with the financial records.
Please refer to the **Financial Management Policy** for full requirements.

GRAVESHAM PRIDE CIC

GP12-C4 – ASSET REGISTER

Use this register to record and monitor significant assets owned or managed by Gravesham Pride CIC.
Keep this register up to date.

Form Ref: **GP12-C4**

Version: 1.0

Review Date: ___ / ___ / _____

Guidance:

- Record items of significant value or importance.
- Update the register when items are acquired, moved, damaged or disposed of.
- Keep this register secure in line with the Financial Management Policy and Data Protection Policy.
- Organisational assets must only be used for authorised purposes.
- Any loss, theft or damage must be reported to the Board promptly.
- Dispose of assets in accordance with the Financial Management Policy and Board approval requirements.

Asset ID *(if used)*	**Asset / Item Description**	**Purchase Date** *(dd/mm/yyyy)*	**Purchase Value (GBP)** *(if known)*	**Location / Custodian** *(where the item is kept)*	**Person Responsible** *(if applicable)*	**Condition** *(e.g. Good / Fair / Poor)*	**Date Disposed** *(dd/mm/yyyy)*	**Disposal Method** *(e.g. sold / donated / recycled)*

Register Review	I confirm that this Asset Register is a true and accurate record of the organisation's assets.	
Reviewed By (Name):		Role:
Signature:		Date: ___ / ___ / _____

This form must be retained in accordance with the Financial Management Policy and legal requirements.

	GRAVESHAM PRIDE CIC **GP12-C5 – DONATION REGISTER** Use this register to record all monetary donations and in-kind donations received by Gravesham Pride CIC.	Form Ref:	**GP12-C5**
		Version:	1.0
		Review Date:	___ / ___ / _____

Guidance:

- Record all donations, whether monetary, equipment, materials or services.
- Issue a thank-you and receipt where appropriate.
- Update the register promptly and keep supporting documentation securely.

Donation ID *(if used)*	**Date Received** *(dd/mm/yyyy)*	**Donor Name** *(Individual / Organisation)*	**Type of Donation** *(Monetary / In-Kind / Equipment / Services)*	**Description of Donation** *(e.g. cash, PA system, gazebos, printing, volunteer support)*	**Value (GBP)** *(if known)*	**Restrictions / Conditions** *(if any)*	**Thank-You Sent** *(Yes / No / Date)*	**Receipt Issued** *(Yes / No / Receipt No.)*	**Recorded By** *(Name)*	**Notes** *(if any)*

Register Review	I confirm that this Donation Register is a true and accurate record of donations received by Gravesham Pride CIC.		
Reviewed By (Name):		Role:	
Signature:		Date:	___ / ___ / _____

All records must be retained in accordance with the Financial Management Policy, Data Protection Policy and legal requirements.

	# GRAVESHAM PRIDE CIC ## GP12-C6 – FINANCIAL DECISION REGISTER Use this register to record significant financial decisions made by the Board of Directors. It provides an audit trail of the decision, the reasoning and the approval.	Form Ref:	**GP12-C6**
		Version:	1.0
		Review Date:	___ / ___ / _____

Guidance:

- Record all significant financial decisions including purchases, contracts, grants, sponsorship, budget changes and other commitments.
- Ensure the reason for the decision and the expected benefit or outcome is clearly recorded.
- Refer to the related Board minutes where the decision was recorded.
- Keep this register up to date and retain in accordance with the Financial Management Policy.

Decision ID *(If used)*	**Date of Decision** *(dd/mm/yyyy)*	**Meeting** *(Board / Extraordinary / Other)*	**Decision** *(Brief summary of the financial decision made)*	**Reason for Decision** *(Why the decision was made)*	**Financial Impact** *(Estimated cost / value) (GBP)*	**Funding Source** *(e.g. reserves, grant, sponsorship, income)*	**Approved By** *(Name / Role)*	**Minute Reference** *(Date & Minute No.)*	**Review / Follow Up** *(If applicable)*

Register Review	I confirm that this Financial Decision Register is a true and accurate record of significant financial decisions made by the Board.	
Reviewed By (Name):		Role:
Signature:		Date: ___ / ___ / _____

All records must be retained in accordance with the Financial Management Policy and legal requirements.

	GRAVESHAM PRIDE CIC **GP12-C7 – ANNUAL FINANCIAL GOVERNANCE CHECKLIST** Use this checklist to confirm that key financial governance requirements have been completed during the financial year. To be completed annually by the Board of Directors.	Form Ref:	**GP12-C7**
		Version:	1.0
		Review Date:	___ / ___ / ____

No.	Governance Requirement	Completed *(Yes / No)*	Evidence / Comments *(e.g. where recorded / reference)*	Responsible Person *(Name / Role)*	Date Completed *(dd/mm/yyyy)*
1	Annual budget has been approved by the Board.				
2	Income and expenditure has been regularly monitored against budget.				
3	Financial reports have been reviewed by the Board at least quarterly.				
4	Bank reconciliations have been completed at least monthly.				
5	Two signatories have been used for all payments in line with policy.				
6	All income (including cash and donations) has been recorded and banked promptly.				
7	Asset Register has been reviewed and updated.				
8	Risk assessments relating to finances have been reviewed.				
9	Financial policies and procedures have been reviewed and remain up to date.				
10	Appropriate insurance cover has been maintained.				
11	The Annual Accounts have been prepared and approved by the Board.				
12	The Annual Return has been submitted to Companies House.				

OVERALL CONFIRMATION

We confirm that the above financial governance requirements have been reviewed for the financial year stated below and that appropriate actions have been taken where requirements have not been met.

Chair of the Board (Name):		**Signature:**	**Date:** ___ / ___ / ____
Treasurer / Finance Lead (Name):		**Signature:**	**Date:** ___ / ___ / ____

ACTIONS REQUIRED

Any requirements not completed *(List item numbers):*		**Actions to be taken:**	**Responsible Person:** *(Name / Role)*	**Target Date:** *(dd/mm/yyyy)*

Review Completed By: *(Name / Role)*		**Signature:**	**Date:** ___ / ___ / ____

This checklist must be retained with the financial records in accordance with the Financial Management Policy and legal requirements.