North Carlisle Christian Ministry

Internal Financial Controls Policy

1. General Policy

1.1 The trustees of North Carlisle Christian Ministry and their advisers evaluate the charity's performance against the legal requirements and good practice recommendations set out in the Charity Commission's guidance on internal financial controls for charities.

1.2 All charities need financial controls, regardless of size. They help to protect the charity's assets and get the most out of the charity's resources.

1.3 The Charity Commission's self-assessment checklist (attached in Appendix 1) is used to determine the types and levels of financial controls our charity needs, aware that these will vary depending on:

- the size and structure of the charity
- where the charity operates
- what the charity does

This checklist will be used annually to do a review of the internal financial controls.

1.5 Having internal controls in place is only part of the picture. They must operate in practice to be effective.

2. Trustees Responsibilities

2.1 The treasurer is involved in the day-to-day financial operational procedures of the charity, including the implementation of internal financial controls, but they report to the trustee body, and all trustees remain responsible for the charity's financial management and for enforcing and monitoring the charity's internal financial controls.

2.2 Trustees are provided with regular information about the financial situation and performance of the charity and this is discussed at each of their meetings.

2.3 The Trustees ensure the legal requirements are met:

- Sufficient accounting records are kept of all transactions
- A reserves policy is in place
- The accounts are formally approved at an annual meeting
- An Independent Examiner is appointed if our annual income goes over £25,000
- The Annual Report and Accounts are submitted with the Annual Return on time to the Charity Commission
- The Trustee recruitment policy states that newly appointed trustees are given a copy of the latest accounts

3. Controls and Authorisation

3.1 Dual Authorisation - two signatures are required to authorise any payments. The list of persons who are approved to have access include the treasurer and two trustees.

3.2 These persons using the online banking facilities have been trained in their use and are aware of the need to ensure that the charity's security details are not compromised.

3.3 Personal Computers are kept secure with up-to-date anti-virus and spyware software and a personal firewall.

4. Income and Expenditure

4.1 All income and expenditure is carried out through electronic banking which keeps an audit trail of transactions. BACS is used as it is a secure and reliable bank-to-bank transfer system. Some income is via direct debits, others lump sums.

4.2 Procedures are in place to ensure that any restrictions put on the use of funds by the donor are observed.

4.3 The charity does not handle cash, use cheques or debit/credit cards. It does not undertake public collections, fundraising events or trading activities. We have no loans, no employees and don't require a process to reimburse expenses, so controls are not applicable for these procedures.

4.4 The charity maximises the lawful take-up of Gift Aid by its donors. Regular checks are made to ensure all eligible tax repayments are obtained and records required by HMRC for these Gift Aid claims are kept.

4.5 We have a Grant Making Policy and we use it to determine and monitor expenditure on grants.

5. Assets and Investments

5.1 An investment policy is in place, and the investment risk profile and investment performance are reviewed annually.

5.2 The Charity doesn't have any fixed assets, but the current assets are monitored. Secure records are held of all bank accounts and bank statements are checked regularly.

6. Managing the risks of financial crime

6.1 The trustees are aware of the potential risk of fraudulent activities.

6.2 The charity has policies and controls over access to electronic information with antivirus software to protect data and systems from external interference.

6.3 The charity has a Serious Incident Policy in place with procedures for reporting suspicions internally and to the charity commission and police.

7. Adoption of this policy

7.1 The trustees of North Carlisle Christian Ministry formally accepted this policy at the trustees' meeting held on 27th April 2026.

It will be reviewed every year.