



## UK DCTN Financial Controls and Procedures Policy

### Scope:

These procedures correlate to the UK DCTN constitution and relate only to funds held in the UK DCTN Charity Bank Accounts (CAF bank).

### Policy:

1. Finance reporting period for any given year is 01/04-31/03.
2. All finance procedures to be conducted in accordance with relevant Charity Commission guidelines. This includes:
  - annual review of finance procedures,
  - summary report of finances at the AGM
  - preparation of pro-forma UK DCTN Trustees report each year for submission to Charity Commission as required based on income.
3. Funds can only be applied to forward and further the aims of the UK DCTN.
4. Accounts to be recorded on an on-going payments and receipts basis by staff at the UK DCTN Co-ordinating Centre.
5. All bank accounts to be held as dual signatory (including on-line banking activities) to help prevent fraudulent activity. Signatories to be UK DCTN Co-ordinating Centre staff and current signatories are listed in the appendix below.
6. Two bank accounts to be maintained – one higher interest for reserved funds and one cash account for regular payments. Banking provider to be reviewed on a regular basis (current provider listed in appendix below).
7. Bank accounts to be managed in accordance with banking provider regulations.
8. The UK DCTN Treasurer (see appendix) can authorise spend up to £1,000. Any spend over this needs approval and authorisation from the majority of the UK DCTN Executive Committee.
9. Small Grant Award (see appendix) procedures to be reviewed separately on an on-going basis to ensure they remain fit for purpose.

Date approved: 14/11/2023

Date for review: Feb 2024



**Appendix** (correct as Feb 2023– to be revised Feb 2024)

Bank account signatories: Margaret McPhee (UK DCTN Network Co-ordinator), Carron Layfield (UK DCTN Manager), Hywel Williams (UK DCTN Chair) – added October 2019

Banking provider: CAF Charity Bank

Small Grant Awards: UK DCTN Themed Call, UK DCTN Pump-Priming Award (latter on hold indefinitely from Feb 21)

UK DCTN Treasurer: Carron Layfield (UK DCTN Manager)

Approved 26/02/2019

Reviewed and approved 03/03/2020

Reviewed and approved 02/02/2021

Reviewed and updates approved 01/02/2022 (updated to include addition of preparation of pro-forma UK DCTN Trustees report each year for submission to Charity Commission as required based on income)

Reviewed and approved 21/01/23

Reviewed and approved 14/11/23