



Nadder Community Land Trust Ltd.

Financial Control Policy

EDITION 2

1st March, 2022

Financial Control Policy

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1 Scope of this Policy

- 1.1 This Policy sets out the systems of control which apply to financial transactions undertaken on behalf of the Nadder Community Land Trust Ltd. (NCLT) and should be read in conjunction with NCLT's Rules (the "Rules"). In the event that this Policy and the Rules conflict, the Rules shall prevail.
- 1.2 This Policy applies to NCLT's board members ("Board Members"), its employees and volunteers when acting on behalf of NCLT.

2 Organisation

- 2.1 NCLT's financial year end is **31st December**.
- 2.2 NCLT's bankers are:
The Co-operative Bank plc
PO Box 101,
1 Balloon Street, Manchester, M60 4EP
- 2.3 NCLT's auditors are:
Third Sector Accountancy Ltd., Holyoake House, Hanover Street,
Manchester, M60 0AS

3 Role of Treasurer

- 3.1 NCLT's finances, cash, accounts, investments and financial systems shall be supervised by a Treasurer, who shall be a Board Member appointed by NCLT's Board.
- 3.2 NCLT's Treasurer shall, subject to the provisions of this Policy and the Rules, have control over NCLT's bank accounts, cash, treasury activities, records of account and financial reserves.

4 Annual Budget

- 4.1 Each year NCLT's board shall approve an annual budget and business plan for the forthcoming financial year submitted by the Treasurer in accordance with Rule D1.3

5 Accounts

- 5.1 The Treasurer shall supervise the maintenance of NCLT's records of account in such a form as may be prescribed by law, including (but not limited to) records of all payments and receipts.

- 5.2 NCLT's records of account shall hold no less than the following information in respect of each transaction or movement:
- the transaction's date;
 - the name of other party or parties;
 - the reason for the transaction; and
 - where the transaction has been included in NCLT's budget, details of the budget which refers
- 5.3 NCLT's records of account shall also hold supporting documents in the form of an invoice, receipt, authorisation or other evidence, sufficient to meet the requirements of this Policy and NCLT's auditor in respect of each accounting transaction.
- 5.4 At least one backup copy of NCLT's records of account and all supporting documents shall be held securely at a separate physical location.
- 5.5 All records and documents referred to by this Policy may be held and presented either:
- in physical form; or
 - in the form of electronic records accessed through computerised or digital retrieval systems

6 Bank Accounts and Payments

- 6.1 Opening and closure of each NCLT bank, cash or credit account shall be approved in advance by NCLT's Board.
- 6.2 Each payment, disbursement or settlement made from funds owned by or under the control of NCLT shall require prior approval (in writing or via electronic message) of:
- the Treasurer; and
 - one or more other persons authorised by the Board, each being a bank account signatory or other duly authorised officer of NCLT.

7 Approval Limits

- 7.1 A system of approval limits shall apply under which each transaction creating an indebtedness of the type shown in the table below shall require prior approval (by writing or via electronic message) of the corresponding NCLT Board members or officers shown:

Transaction	Nominated Person
Purchases (including entering into any contract or agreement to purchase):-	
Value up to £499.99	Treasurer and one other bank account signatory
Value £500 and above	Board resolution
Loans, mortgages, credit arrangements or agreement of other forms of debt:-	

Transaction	Nominated Person
Any value	Board resolution

7.2 A copy of each approval required by paragraph 7.1 above shall be held by NCLT along with the supporting document held for the relevant accounting transaction.

7.3 Notwithstanding the other provisions of this Policy, no NCLT Board member, employee or volunteer may authorise a payment in which they have an interest, taking into account NCLT's Conflict of Interest policies

8 Deposits

8.1 Each cash deposit received by NCLT shall be banked within seven working days.

9 Funding requirements

9.1 Where goods and services procured by NCLT are funded by loans, grants or other finance, the rules and stipulations of the funding body or bodies will be applied.

10 Competitive Tendering

10.1 Each purchase of goods or services (including entering into any contract or agreement to purchase) of the type shown in the table below shall be made by reference to the corresponding rule shown:

Purchase	Rule
Value up to £499.99	At least one quote or tender shall be obtained.
Value between £500 and £9,999.99	At least one quote or tender shall be obtained on the basis of a written Request for Proposal or Invitation to Tender.
Value £10,000 and above	At least three quotes or tenders shall be obtained on the basis of a written Request for Proposal or Invitation to Tender approved by Board resolution.

11 Release Notes

11.1 This Policy came into effect on **23rd February, 2022**.