Wealden Volunteering
Financial Controls and Delegated Authority Policy

Approved by the Board: July 2026

Next Review Date: July 2028

Signed by the Chair: 

1. Purpose
This policy ensures that Wealden Volunteering safeguards its funds, operates with transparency and accountability, meets Charity Commission expectations, and minimises financial risk.

2. Scope
This policy applies to all trustees, staff, volunteers, and any individuals authorised to spend or manage funds on behalf of the organisation.

3. Bank Accounts
The organisation will hold its primary account with a recognised charity bank. All income must be paid into this account. A minimum of two authorised signatories is required for payments, transfers, and changes to account arrangements.

4. Delegated Spending and Card Use
Prepaid or expense cards may be issued with trustee approval. Cards must be assigned to named individuals, have pre-set limits, and must not be shared. They may only be used for approved organisational expenditure.

5. Funding of Cards
Funds must be approved in advance, transferred from the main bank account, authorised by two signatories, and limited to expected expenditure.

6. Approved Spending
Permitted expenditure includes event costs, office supplies, operational expenses, and pre-agreed purchases. Personal expenditure, unapproved purchases, and cash withdrawals are not permitted unless specifically authorised.

7. Receipts and Record Keeping
Receipts are required for all transactions and must be submitted within 7 days. Each expense must include date, amount, and purpose.

8. Monitoring and Review

Transactions will be reviewed monthly by the Treasurer or nominated trustee and periodically by the Board. Any irregularities will be investigated.

9. Separation of Duties

Where possible, different individuals should authorise payments, make payments, and review accounts.

10. Fraud Prevention

Any concerns about misuse of funds must be reported immediately. Cards may be frozen and appropriate action taken by trustees.

11. Delegated Financial Authority

The following approval limits apply:

Area	Limit	Approval Required
Day-to-day spending	Up to £500	CEO
Day-to-day spending	Over £500	Treasurer
Card top-ups	All	Two signatories
Contracts and leases	All	CEO and Treasurer
Budget changes (minor)	All	CEO and Treasurer
Budget changes (deficit)	Any	Board of Trustees
Expenses claims	All	CEO or Treasurer
Payments	All	Two signatories
Transfers between accounts	All	Two signatories
Legal documents	All	Board of Trustees