

# **Frys Brothers Charity Financial Policy**

1. **Purpose** The purpose of this financial policy is to ensure that the funds of the Frys Brothers Charity are managed responsibly, transparently, and in line with our objectives: providing high-quality housing for retired agricultural workers in need. This policy provides guidance to trustees, the secretary, and any staff involved in financial matters.

## **2. Financial Responsibilities**

- Trustees are responsible for the overall financial health of the charity, approving budgets, monitoring income and expenditure, and ensuring proper reserves and investments.
- Secretary/Finance Officer manages day-to-day financial operations, records all transactions, and reports regularly to the trustees.
- All financial decisions must be made in accordance with charity law and the charity's governing document.

## **3. Income The charity's main sources of income are:**

- Rents from almshouses and bungalows.
- Interest and dividends from investments.

Policy on income: - All income must be properly recorded and banked promptly. - Rents should be reviewed periodically to ensure they are fair and reflect costs while remaining affordable for tenants. - Any fundraising, grants, or additional income must be approved by the trustees before being accepted.

## **4. Expenditure The charity's main expenditure is:**

- Repairs and maintenance of properties to a high standard.
- Running costs such as insurance, utilities, and professional fees.

Expenditure Policy: - Expenditure must be necessary, reasonable, and in line with the charity's objectives. - All payments must be supported by receipts or invoices. - The secretary or designated trustee should approve all payments in line with agreed financial limits: - Up to £1000: Secretary may approve. - Above £1001: Requires approval from at least three trustees. - Competitive quotes should be obtained for major repairs or works over £1000 to ensure value for money.

## **5. Reserves**

- The charity aims to maintain reserves sufficient to cover at least [3–6 months] of annual running costs, ensuring continuity of repairs and maintenance.
- Trustees will review reserves annually and adjust as necessary.

## **6. Investments**

- Surplus funds not required for immediate expenditure may be invested to generate income.
- Investments should be low-risk and ethical, consistent with the charity's objectives.
- Trustees will review investment performance annually and take professional advice where necessary.

## **7. Financial Reporting**

- The secretary will prepare financial reports for trustees at each of their 2 meetings per year, showing income, expenditure, reserves, and investments.
- Annual accounts will be prepared in accordance with charity law and submitted to the Charity Commission.
- Trustees will approve the annual accounts before submission.

## **8. Banking and Authorisation**

- The charity will maintain at least one bank account in its name.
- Payments require dual authorisation for amounts with at least one trustee signing.
- Online banking must be secure, and passwords kept confidential.

## **9. Risk Management**

- The charity will maintain insurance for buildings, contents, and trustees' liability.
- Trustees will review financial risks annually and take steps to mitigate them.
- Fraud or financial irregularities must be reported immediately to the trustees.

**10. Review** This financial policy will be reviewed by trustees annually or sooner if there are significant changes in charity operations, legislation, or finances.

Approved 19<sup>th</sup> January 2026