

Financial Controls policy

Copts in Need charity has kept accurate and detailed records, fully complying with the charity act and HMRC

Accounts are drawn up at the end of each financial year, and presented to the next Annual General Meeting

A report showing the income and expenditure is submitted yearly to the trustees

Financial reports will be subject to an annual independent audit, by external auditors

Income and Expenses

All donations are recorded, the relevant payee name will always be inserted on the cheque before signature, and the cheque stub is always properly completed.

Payment documentation

Every payment will be evidenced by an original invoice

No trustees receives any payment for their work

The Charity will adhere to a good practice in relation to its finances at all time

This policy will be reviewed on annual basis. Review date 25.7.2019