Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

FINANCE POLICY

Marie Skłodowska-Curie Polish Saturday School

Wimbledon-Putney • Registered Charity No. 1179554

Reviewed / updated	October 2026
Approval date	
Next review	October 2027
Review frequency	At least annually and after any material change

CURRENTLY UNDER REVIEW

1. Purpose and scope

This policy sets out the principles, responsibilities and internal controls for the financial management of Marie Skłodowska-Curie Polish Saturday School (the Charity). It is intended to protect charitable funds and assets, support accurate reporting and ensure that financial decisions further the Charity's purposes.

2. Responsibilities

- The Board of Trustees has ultimate responsibility for the Charity's finances, approves the annual budget and annual report and accounts, monitors financial risks and approves this policy and the reserves approach.
- The Treasurer oversees routine financial management, cash flow, reconciliations, management reporting and liaison with the independent examiner or other professional advisers.
- Staff and volunteers must obtain the required approval before committing expenditure and must provide complete and timely supporting records.
- No individual may approve a payment to themselves. Conflicts of interest must be declared and managed in accordance with the Charity's governance arrangements.

3. Financial planning and monitoring

- An annual budget will be prepared by the Treasurer in consultation with relevant staff and presented to the Board for approval before the relevant financial year or school year.

rie Skłodowska-Curie Polish Saturday School on **[DATE]**.