



**CAMDER FC C.I.C**  
Address  
*Alvaston Park, Derby DE248QQ*  
Website:[www.camderfc.co.uk](http://www.camderfc.co.uk)  
Email:[info@camderfc.co.uk](mailto:info@camderfc.co.uk)



## Financial Management Policy

**Company Number:** 15065500

### 1. Policy Statement

CAMDER FC C.I.C. is committed to maintaining transparent, accountable, and responsible financial management practices. We aim to ensure that all funds are used effectively to support the organisation's objectives, comply with legal requirements, and safeguard the interests of members and stakeholders.

### 2. Purpose

This policy provides a framework to:

- Ensure accurate financial record-keeping.
- Protect the organisation against fraud, mismanagement, or financial risk.
- Facilitate responsible budgeting and planning.
- Support compliance with regulatory and reporting obligations.

### 3. Scope

This policy applies to all income, expenditure, banking, and financial reporting for CAMDER FC C.I.C., including funds from grants, donations, membership fees, and fundraising activities.

### 4. Responsibilities

**The President (Emmanuel Muzang)** has overall responsibility for financial governance.

**The Financial Secretary (Eric Yella)** manages day-to-day finances, maintains accounts, and prepares reports for the Board of Directors.

All members involved in financial transactions must follow this policy and report any discrepancies immediately.

### 5. Financial Controls

- All income must be promptly recorded in official accounts.
- All expenditure must be authorised in line with delegated authority from the Board.
- Two signatories are required for all payments over an agreed limit.
- Receipts and invoices must be retained for all transactions.
- Annual accounts will be prepared and reviewed by the Board and an independent auditor or accountant where required.



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## 6. Budgeting and Reporting

- Annual budgets will be prepared and approved by the Board of Directors.
- Monthly financial reports will be reviewed by the Executive Committee.
- Grant funding will be monitored to ensure compliance with funding agreements.

## 7. Fraud Prevention

CAMDER FC C.I.C. has zero tolerance for fraud, theft, or financial misconduct. Any suspected financial irregularities must be reported to the President immediately, and appropriate action will be taken.

## 8. Review

This policy will be reviewed annually to ensure financial practices remain effective, compliant, and aligned with organisational goals.

### Approved by:

**Emmanuel Muzang**

President, CAMDER FC C.I.C.

**Date:** 04/03/2025

**Signature:** \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Emmanuel Muzang".