GOVERNANCE DOCUMENT

Financial Management and Internal Controls

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Stewardship and role separation

Potter's House holds and administers program funds through authorized accounts, program codes and signatories. The finance lead maintains records and reconciliations. The budget owner confirms purpose, delivery and available funds. Authorizers must be independent of the payee, and exceptional transactions must receive independent review.

Budget and procurement

Before making commitments, document anticipated income, restrictions, direct costs, contingency, cash-flow timing and the budget owner. Obtain authorization for material variances under the current church-approved schedule. Compare prices or document a sole-source justification where required. Record the conflict check, approval and delivery evidence before payment.

Receipts, payments and reimbursements

Record the payer, date, amount, method, purpose, restrictions and transaction reference. Use authorized channels, record any ordinary acknowledgement accurately and deposit funds promptly. Avoid cash. When unavoidable, have two people count and sign for it and reconcile it to underlying records.

Reimburse only authorized, reasonable and documented expenses. Record the budget code, vendor, proof of purchase and approver. Verify changes to payment instructions using a known secondary channel before updating details.

Access, reconciliation and reporting

Use individual accounts and multifactor authentication. Maintain a recovery procedure and at least two authorized people. Remove access promptly on departure and review users and transaction limits quarterly.

Reconcile accounts monthly with independent review. Track restricted balances and provide oversight reports on opening balances, income, expenditure, closing balances, restrictions, variances and follow-up. Preserve records of suspected errors or fraud, secure access and

escalate independently if a normal reviewer is implicated.

AI procurement and restricted support

Include software, facilitator training, verification, accessibility, evaluation and in-kind support in the budget. Assess economy, effectiveness and equity, and obtain approval before making a technology commitment.

Records and review

The responsible lead keeps the records needed to demonstrate implementation, including relevant approvals, training, checks, incidents and corrective actions. Review this policy at least annually and after a material incident, change in law or funding, or significant program expansion. Refer material changes to the authority designated by Potter's House.