FINANCIAL PROCEDURES

Policy owner	Founder/CEO — Shaykh Dr. Abdifatah Ali Ahmed
Applies to	All staff and volunteers handling or approving Manara funds
Review cycle	Annually
Last reviewed	July 2026
Next review	July 2027

1. Purpose

This document sets out the financial procedures followed by Manara Community Solutions to ensure funds are managed responsibly, transparently and in accordance with good financial practice.

2. Financial Oversight

- Overall financial responsibility rests with the Founder/CEO.
- A separate bank account is maintained for Manara Community Solutions, distinct from personal accounts of staff or trustees.
- Financial records are maintained and reconciled on a regular basis.

3. Income

- Income may include service fees, donations, grants and partnership funding.
- All income received will be recorded promptly, noting the source, amount and date.
- Donations will be acknowledged in writing where contact details are available.

4. Expenditure

- All expenditure must be for purposes consistent with Manara's mission and charitable objectives.
- Expenditure above £250 requires approval from the Founder/CEO before payment is made.
- Receipts or invoices must be retained for all expenditure.
- Reimbursement of reasonable expenses incurred by staff or volunteers on Manara business requires a completed expense claim with supporting receipts.

5. Payment Authorisation

All payments from Manara accounts require authorisation from the Founder/CEO. Where a second signatory is available, payments above £500 should be countersigned as an additional safeguard.

6. Record Keeping

- Financial records will be kept for a minimum of six years, in line with HMRC requirements.
- Records are stored securely, with access limited to authorised personnel.

7. Reporting

A summary of income and expenditure will be reviewed periodically by the Founder/CEO. Where Manara's income or structure requires it, accounts will be prepared in line with relevant Charity Commission or Companies House reporting obligations.

8. Fraud Prevention

Any suspected fraud, financial irregularity or misuse of funds must be reported immediately to the Founder/CEO. Confirmed cases will be addressed through disciplinary action and, where appropriate, reported to the relevant authorities.

9. Fundraising

All fundraising activity carried out on behalf of Manara, including street collections and online campaigns, will comply with relevant licensing requirements and be conducted with honesty and transparency about how funds will be used.