



Financial Regulations and Procedures Policy

CORA (Community of Reading & Artistry) Book Club

Introduction

The Community of Reading & Artistry (CORA) Book Club is committed to maintaining high standards of financial management and integrity. This policy outlines the regulations and procedures for financial management, counter fraud, anti-corruption, and gifts and hospitality.

Legislation

This policy is in accordance with the following legislation:

- **Bribery Act 2010:** Prevents bribery and corruption in business practices.
- **Fraud Act 2006:** Defines and criminalises fraud.
- **Equality Act 2010:** Ensures non-discrimination in all practices.
- **Data Protection Act 2018:** Protects personal data and privacy.
- **Health and Safety at Work Act 1974:** Ensures safe working conditions.

Financial Management

1. Budgeting

- An annual budget will be prepared by the Book Club Coordinator and approved by the Book Club Committee.
- All expenditures must be within the approved budget.

2. Expenditure Authorization

- All expenditures must be authorized by the Book Club Coordinator.
- Expenditures over £500 must be approved by the Book Club Committee.

3. Recording and Reporting

- All financial transactions must be accurately recorded and reported.
- Monthly financial reports will be prepared by the Book Club Coordinator and reviewed by the Book Club Committee.

Counter Fraud and Anti-Corruption

1. Fraud Prevention

- The CORA Book Club will take all necessary measures to prevent fraud.
- Staff and volunteers must report any suspected fraud to the Book Club Coordinator immediately.

2. Anti-Corruption Measures

- The CORA Book Club has a zero-tolerance approach to bribery and corruption.
 - Staff and volunteers must not offer or accept bribes or engage in corrupt practices.
- 3. Whistleblowing**
- Staff and volunteers are encouraged to report any concerns about fraud or corruption.
 - Whistleblowers will be protected from retaliation in accordance with the Public Interest Disclosure Act 1998.

Gifts and Hospitality

- 1. Acceptance of Gifts and Hospitality**
- Staff and volunteers must not accept gifts or hospitality that could be construed as an attempt to influence their behaviour.
 - Any gifts or hospitality received must be reported to the Book Club Coordinator.
- 2. Offering Gifts and Hospitality**
- Gifts and hospitality offered by the CORA Book Club must be appropriate and not exceed £50 in value.
 - All offers of gifts and hospitality must be approved by the Book Club Coordinator.
- 3. Recording Gifts and Hospitality**
- All received and offered gifts, and hospitality must be recorded in the Gifts and Hospitality Register maintained by the Book Club Coordinator.

Implementation and Monitoring

- 1. Training**
- All staff and volunteers will receive training on this policy to ensure understanding and compliance.
- 2. Monitoring and Review**
- This policy will be reviewed annually to ensure it remains compliant with current legislation and continues to meet the needs of the CORA Book Club.

Contact Information

For any questions or further information regarding this policy, please contact:

Book Club Coordinator Email: info@cora-bookclub.co.uk Phone: 07520640928