

Policy Statement

Heather's Heroes Charity Governance Policy

1. PURPOSE

The purpose of this Governance Policy is to outline the process for the governance and approval of financial requests to Heather's Heroes. It sets out the rationale, objectives, and

management of reserves to support the charity in delivering its mission now and in the future.

2. MEETINGS

Board meetings will be held every two weeks to aid with the following:

- Reviewing applications received for match funding over £1,000
- Planning fundraising events to grow the 'war chest' central fund.
- Monitor activities within the Highland Committee
- Monitor activities and review updates from Scottish Central and England Committees

All boards meetings will be in compliance with clauses 45 – 71 of the SCIO Constitution of Heather's Heroes

3. FINANCIAL REVIEWS

Financial reviews are held every quarter and include all charity trustees. The purpose of the financial reviews are to:

- Review the charities financial health and central fund (war chest)
- Review outgoings via donations
- Ensure compliance against OSCR Charity Accounts Regulations (2006), namely annual return form, trustees' annual report and signed accounts (to be published on the Scottish Charity Register)
- Ensure compliance with the Charities and Trustee Investment (Scotland) Act 2005

4. MATCH FUNDING APPLICATION APPROVAL PROCESS

The following criteria outlines the approval process for match funding applications received by the charity via the info@heathersheros.org inbox

- All requests aligning with the charities aim and purpose, clause 4 of the constitution, **up to the value of £1,000** can be approved via e-mail by a single trustee
- All requests aligning with the charities aim and purpose, clause 4 of the constitution, **between the value of £1,000 and £5,000** can be approved via email if three trustees respond with their approval.

- All requests aligning with the charities aim and purpose, clause 4 of the constitution, **above the value of £5,000** must be reviewed at a meeting of the Board of Trustees and approved in writing if it is supported by four trustees

5. RESEARCHING UNKNOWN CHARITIES

Heather's Heroes prioritise local (non-national) charities that support people with life limiting conditions (as per clause 4 of the constitution). However, where instances arise for specific assistance out with this (as per clause 4e of the constitution) and the charity/recipient of funding is unknown to the trustees, due diligence and research into the charities (namely Accounts, External Scrutiny Report & Trustees' Annual Report from the Scottish Charity Register via the OSCR website) and history must be completed prior to funding being approved.

6. RESERVES POLICY

Heather's Heroes Reserves Policy is outlined in 'Core-HH-POL-001 Heather's Heroes Charity Reserve Policy' located on the charities SharePoint site.

7. RING FENCING RESTRICTED FUNDS

Funds (money or assets) which have been donated for a specific purpose, which the donor has clearly defined, must become 'Restricted Donations' and Heather's Heroes have a legal obligation to ensure those funds are only used for that specific purpose. These funds must be tracked separately through Heather's Heroes accounts (under 'restricted funds') with the intended destination noted.

8. AGM

As per clauses 72 to 95 of the Constitution, Heather's Heroes will hold an annual AGM. The gap between AGMs must be no longer than 15 months. The business of the AGM must include a report by the chair on the activities of the organisation and consideration of the future strategy for the organisation, including a review of key risks and opportunities.

9. FINANCIAL AUDITING

In line with the requirements outlined in the Charity and Trustee Investment (Scotland) Act 2005, Heather's Heroes will engage with an external independent body to ensure the organisations accounts receive external scrutiny prior to submission to OSCR.

For gross annual income of up to £500,000 an Independent Examination (IE) will be completed. For gross annual income of over £500,000 a full independent audit will be completed.

10. RESPONSIBILITIES

The Board of Trustees is responsible for the approval and oversight of the governance policy.

The Board of Trustees will implement and monitor compliance.

11. POLICY REVIEW

This policy will be reviewed every 2 years or when there is a significant change in the charity's financial circumstances or strategy