



DocumentNumber IMSBBDQUA003
KRDNumber 201202 018
CurrentRevision 2.00

DocumentationExtract

OriginalDocumentDetails

KRDNumber: 200802 004

DocumentNumber: IMSFIN001

DocumentName: FinanceManual

Department:



DocumentNumber
KRDNumber
CurrentRevision

IMSFIN001
200802 004
5.10

FinanceManual

17 FinancialReporting,Monitoring & Auditing

The Finance department shall issue regular reports on a month End basis to the Finance Committee and subsequently the Board.

The Monthly (unless otherwise stated) Reports shall consist of (but not be limited to) the following:

- x Notesto Accounts
- x IncomeDetail
- x ExpenditureDetail
- x Monthly & Year to Date Summary
- x Consolidated Balance Sheet

The Finance Committee and Senior Management Team shall be responsible for issuing a list of required Reports.

Kibble has a financial year that runs from 1st April to 31st March. Annual accounts will be submitted for audit, as required under the Companies Act, charity regulations and grant conditions. The accounts will be prepared by the Finance Department and Audited by an external audit firm selected by the Board.

The Final draft shall be ready for and passed by Board of Trustees, with audited accounts signed at the AGM.