

# **POLICIES AND PROCEDURES.**

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**Charity Name:** HERITAGE GOSPEL CHURCH (HGC)

**Reporting Period:** 23/01/2024 - 31/05/2025

## **1. Internal Financial Controls**

The charity operates appropriate internal financial controls to safeguard its assets. These include maintaining accurate accounting records, authorization of expenditure, and regular financial review by trustees.

## **2. Safeguarding**

The charity has appropriate safeguarding policies and procedures in place to protect children, young people, and vulnerable adults. A Designated Safeguarding Lead is appointed, and safeguarding concerns are handled in line with statutory guidance.

## **3. Financial Reserves**

The charity maintains a reserves policy to ensure financial stability. The level of reserves is reviewed periodically to ensure the charity can continue its activities and respond to unforeseen circumstances.

## **4. Risk Management**

The trustees assess the major risks to which the charity is exposed and implement procedures to mitigate those risks. Risks are reviewed periodically.

## **5. Trustee Expenses**

The charity has a policy governing trustee expense. Trustees may be reimbursed for reasonable out-of-pocket expenses incurred in carrying out their duties, in line with charity law.

## **6. Trustee Conflicts of Interest**

The charity has procedures in place to identify and manage conflicts of interest. Trustees declare any conflicts and withdraw from decisions where appropriate.

## **7. Serious Incident Reporting**

The charity has procedures for identifying and reporting serious incidents. Trustees report serious incidents to the Charity Commission where required.

## **8. Investing Charity Funds**

The charity ensures that any funds held are managed responsibly. Investment decisions, where applicable, are made in the best interests of the charity and in accordance with trustee duties.

## **9. Use of social media**

The charity ensures that social media is used responsibly and, in a manner, consistent with its values. Personal data is not shared without consent and communications are appropriately managed.

## **10. Political Activity**

The charity ensures that it does not engage in party political activity. Any campaigning activity is undertaken only in furtherance of its charitable purposes and in compliance with relevant guidance.