

Using the Charity Commission Guidance on Financial Management to Help Your Committee



About this tool

In 2018 **80%** of Counties and some Regions answered no to the governance health check question:

“Everyone on the governing committee read and understood the Charity Commission’s CC8 ‘Internal Financial Controls for Charities Checklist’, even if though our organisation is not a charity”

The Charity Commission guidance sheet number 8 is simply a handy checklist and recommendations intended for use by volunteer committees leading organisations to help them review their organisation’s internal financial controls. You only need to have read it, but you may find it useful to go through the checklist if you would like to review your finances.

Why is it important?

As your netball organisation is not a registered charity, it’s not compulsory to implement CC8 but Sport England do recommend all committee volunteers read and understand CC8 guidance, not just Treasurers. This is so that local sports governance volunteers can be sure that your County and Region are protected against financial loss including fraud. The checklist is optional, but several committees have told us they found it useful.

Internal financial controls are essential checks and procedures that help committees:

- Protect their funds.
- Manage the organisation’s money in a way that minimises risk.
- Ensure good financial reporting, by keeping good accounting records and preparing timely and relevant financial information.

Unless you also volunteer on the committee of a registered charity or work for one you may not have heard of this really useful [guidance](#) and [checklist](#) to help you [manage finances](#). When the documents refer to “Trustees” and “Charity” simply read this as committee volunteers and County or Region.

How does this link to the Governance Code?

You only need to ensure that your committee have all read and understood CC8 to help you meet Mandatory Requirement 7 of the [Code for Sports Governance](#):

“The organisation ensures appropriate financial procedures and practices are in place and as a minimum can evidence: a) appropriate oversight of financial planning; b) financial decision-making and processing is not managed by one person alone; and c) accounts which are independently scrutinised.”

This is because this guidance and checklist are really useful to make sure all your financial processes are in order. Once this is in place you will be able to tick the corresponding box on your Annual Governance Health Check.