



Regulation 7.2 – Financial Procedures & Sustainability Policy.

Effective date: June 2025

Acknowledgements

MUSC CIC would like to express our thanks to the following organisations who have assisted in the development of this policy

POLICY STATEMENT

Mariners United Sporting Club CIC (MUSC CIC) is committed to managing its finances responsibly, transparently and ethically. The organisation receives funding from a combination of grant funders, public bodies, trusts, foundations, private sponsors and partners, and recognises its duty to use all funds in accordance with agreed purposes, funding conditions and community benefit objectives.

This policy sets out MUSC CIC's financial procedures, ethical funding standards, grant compliance requirements, reserves management and sustainability approach to ensure financial integrity and long-term resilience.

1. INTERPRETATION

For the purposes of this regulation, financial procedures include all processes relating to budgeting, income generation, expenditure, record keeping, reporting and oversight. Sustainability refers to MUSC CIC's ability to responsibly plan, fund and deliver activities over the short, medium and long term.

This policy applies to all MUSC CIC directors, officers, staff, volunteers and any individual authorised to handle or approve financial transactions on behalf of MUSC CIC.

2. GOVERNANCE AND FINANCIAL OVERSIGHT

Overall responsibility for financial governance rests with the MUSC CIC Board of Directors. The Board is responsible for ensuring that appropriate financial controls are in place, that funds are used solely to further MUSC CIC's objects, and that the organisation remains solvent and sustainable.

Day-to-day financial management may be delegated to designated officers, including a Treasurer or finance lead, but ultimate accountability remains with the Board. All programmes, events and affiliated initiatives delivered under MUSC CIC operate under MUSC CIC's financial governance framework.

3. BUDGETING AND FINANCIAL PLANNING

MUSC CIC shall prepare budgets to support planned activities, projects and operational costs. Budgets shall reflect confirmed and anticipated income from grants, sponsorship, fundraising and trading activity and shall be reviewed regularly to ensure expenditure remains within approved limits.

Financial planning shall consider restricted and unrestricted income, cash flow requirements, contractual commitments, reserves and financial risk.

4. INCOME: GRANTS AND PUBLIC FUNDING (GRANT COMPLIANCE & REPORTING)

MUSC CIC receives grant funding from public bodies, trusts, foundations and grant-making organisations. All grant funding shall be accepted and managed in strict accordance with the terms and conditions set by the funder.

Restricted grant funding shall be used solely for the purposes for which it has been awarded and monitored separately where required. MUSC CIC shall maintain clear financial and delivery records to evidence expenditure, outputs and outcomes.

Grant reporting obligations, including financial reports, monitoring returns and evaluations, shall be completed accurately and within required timescales. Failure to comply with grant

conditions may place funding at risk and must be avoided through effective project and financial management.

5. INCOME: PRIVATE SPONSORSHIP & ETHICAL FUNDING

MUSC CIC may receive financial or in-kind support from private sponsors, corporate partners and individuals. Sponsorship must align with MUSC CIC's values, community objectives and ethical standards.

MUSC CIC shall not accept funding or sponsorship that could compromise its independence, integrity, safeguarding responsibilities or public reputation. Sponsorship agreements shall be documented clearly, setting out the nature of support, expectations and any conditions attached.

Sponsorship income shall be recorded transparently and used for agreed purposes only.

6. EXPENDITURE AND AUTHORISATION

All expenditure must be incurred for legitimate organisational purposes and in line with approved budgets and funding conditions. Expenditure must be authorised in accordance with MUSC CIC's internal approval arrangements.

Expenditure funded by grants or sponsorship must comply fully with the specific terms attached to that funding. Significant, exceptional or high-risk expenditure decisions require appropriate senior or Board approval.

7. FINANCIAL RECORD KEEPING

MUSC CIC shall maintain accurate, complete and up-to-date financial records of all income and expenditure, including clear separation between restricted grant funding, unrestricted income and sponsorship.

Records shall be retained in accordance with legal, regulatory and funder requirements and made available for inspection by auditors, regulators or funders where required.

8. FINANCIAL REPORTING

Regular financial reports shall be prepared for the MUSC CIC Board to support oversight and informed decision-making. Reports may include income and expenditure statements, budget monitoring, cash-flow forecasts, grant performance summaries and sponsorship income tracking.

Grant-funded and sponsored projects shall be reported on separately where required to meet external obligations.

9. RESERVES POLICY

MUSC CIC recognises the importance of maintaining appropriate financial reserves to manage risk, ensure continuity of operations and support organisational resilience.

Reserves shall be held to:

- Manage unforeseen costs or funding delays
- Support sustainability and future planning
- Meet contractual or operational commitments

The level and purpose of reserves shall be reviewed periodically by the Board and adjusted in line with organisational needs, risk profile and funding environment.

10. SUSTAINABILITY AND LONG-TERM PLANNING

MUSC CIC is committed to long-term financial sustainability through diversification of income streams, responsible growth, balanced use of grant funding and sponsorship, cost control and strategic financial planning.

Sustainability considerations shall form part of decision-making for new projects, partnerships and expansion.

11. FRAUD, MISUSE AND IRREGULARITIES

MUSC CIC operates a zero-tolerance approach to fraud, misuse of funds or financial irregularities. Any concerns regarding financial misconduct, including misuse of grant or sponsorship funds, must be reported immediately in accordance with MUSC CIC's Whistleblowing Policy and investigated promptly.

12. REVIEW AND COMPLIANCE

This policy shall be reviewed periodically by the MUSC CIC Board to ensure it remains effective, compliant and aligned with organisational needs, funder requirements and legal obligations. Failure to comply with this policy may be treated as a breach of MUSC CIC governance standards.

13. RELATED DOCUMENTS

This policy should be read in conjunction with MUSC CIC's Constitution, Governance & Conflict of Interest Policy, Whistleblowing Policy, Complaints Policy & Procedure and any internal financial delegation or approval frameworks adopted by the Board.