

The Soho House Foundation

FINANCIAL RESPONSIBILITIES

Delegation of authority

The Board of Trustees recognises that the Director of House Foundations has day-to-day responsibility for management of the organisation and implementation of organisational policies, but that accountability remains with them.

The Board of Trustees is responsible for:

- approving the finance strategy, risk management policy and reserves policy
- approving Soho House Foundation’s financial policies and key financial procedures
- establishing financial management priorities, responsibilities and levels of delegated authority
- approving properly budgeted annual plans
- monitoring performance against these plans and budgets, and approving budget variations above £1,000
- approving the trustees’ annual report and accounts
- appointing the independent reviewer or auditor (as required) and formal communications with them.

The Soho House Director of House Foundations is responsible for:

- preparing, and presenting for approval, properly budgeted annual plans
- reviewing Soho House Foundation’s activities regularly, monitoring compliance with organisational policies and reporting to the Board of Trustees against agreed performance standards.
- ensuring that any employees, trustees, volunteers and service providers understand their responsibilities under these procedures
- managing the grant making programme
- risk management
- managing the budgeting process for the annual plan

On behalf of the Foundation, The Soho House Limited Finance Director is responsible for:

- ensuring that finance systems and processes which support these policies are set up, documented and implemented
- ensuring that sufficient records are maintained to show and explain Soho House Foundation’s transactions, in order to disclose accurately, the financial position of Soho House Foundation at any time

Approved by Board of Trustees..... (Chair) (Date)

The Soho House Foundation

- presenting financial reports at Trustees’ meetings which give the Board of Trustees an understanding of Soho House Foundation’s overall finances, and giving advice and information to support decision making
- liaising with the independent reviewer to produce the statutory accounts.

Reserves policy

Reserves are that part of a charity’s unrestricted funds that is freely available to spend on any of the charity’s purposes. Soho House Foundation maintains free unrestricted reserves:

- to provide a level of working capital that protects the continuity of our core work
- to ensure that commitments made to grant recipients can be met
- to provide a level of funding for unexpected opportunities
- to provide cover for risks such as unforeseen expenditure or unanticipated loss of income.

The Board of Trustees will review the above criteria with reference to Soho House Foundation’s strategy and Annual Plan and determine the target level of free reserves to meet these.

The Board of Trustees will at times designate funds from free reserves for significant project costs or replacement of major assets.

Conflict of interest policy

Trustees have a legal duty to act in Soho House Foundation’s best interests when making decisions, and to declare a conflict of interest immediately they are aware that there is a possibility that their personal or other business interests could influence their decision making. Soho House Foundation expects a similar obligation from any employees, service providers and volunteers.

Segregation of Duties Policy

In order to reduce the risk of errors and fraud, the processes in finance will be designed such that no individual is in a position to oversee a transaction through all its stages from start to finish. The stages are as follows:

- Initiating/authorising transaction
- Custody of assets relating to transaction
- Recording transaction in accounting records
- Reconciling accounting records

For example, a person who requests a purchase cannot authorise it, pay for it and record it in the accounting records, without another person being involved as a check and balance.

Approved by Board of Trustees.....  (Chair) 15 March 2024 (Date)