

Finance Resilience Checklist

Small Charities Week 2026 Resource

This checklist accompanies the podcast episode "When One Person Is Holding All the Financial Knowledge" and helps small charities reduce key-person dependency and strengthen financial resilience.

Passwords & Access

- More than one trusted person knows how to access key finance systems.
- Passwords are stored securely.
- Online banking access has been reviewed within the last 12 months.
- Trustees know who has access to banking systems.
- Access is removed promptly when people leave.

Procedures & Documentation

- Key finance processes are documented.
- Someone else could follow the procedures if needed.
- Important files are stored centrally.
- Grant reporting requirements are documented.
- Year-end procedures are documented.

Finance Calendar

- A finance calendar exists.
- Payroll dates are recorded.
- Board reporting deadlines are recorded.
- Grant reporting deadlines are recorded.
- Year-end deadlines are recorded.

Banking & Controls

- Banking signatories are up to date.
- Payment approval arrangements are documented.
- Bank reconciliations can be completed by more than one person.
- Trustee oversight exists where appropriate.
- Financial controls are reviewed periodically.

Delegation & Knowledge Sharing

- More than one person understands key finance processes.
- Responsibilities are documented.
- Handover notes exist.
- Trustees understand who does what.
- Key knowledge is not dependent on a single individual.

Reflection Question

If our key finance person became unavailable tomorrow, what would be the first thing we would struggle to do?

Disclaimer

This checklist is provided for general information and educational purposes only. It does not constitute legal, accounting, governance, regulatory, or financial advice. Charities should seek professional advice appropriate to their circumstances where necessary. Completion of this checklist does not guarantee compliance with Charity Commission requirements, Charity SORP, or any other legal or regulatory obligations. The author accepts no liability for actions taken based on this resource.