

Association of Church Accountants and Treasurers

Conflict of interest policy

1. Purpose and general policy

- 1.1 The purposes of this conflict of interest policy are to:
- Protect the integrity of the charity's decision making process;
 - Provide a level of confidence to external parties and other stakeholders;
 - Protect the integrity and reputation of volunteers, staff and directors.
- 1.2 A conflict of interest arises where there is a possibility that a director's personal or wider interests could influence the charity's decision making process.
- 1.3 Recognising that conflicts of interest, whether real or perceived, can be damaging to the charity our policy is:
- To, wherever possible, avoid situations where a conflict might arise;
 - Where conflicts of interest do arise, to ensure that these are fully disclosed and suitably managed so that they do not in any way influence the decision-making process of the charity;
- 1.4 In constructing this policy, the directors have paid due consideration to the Charity Commission guidance 'Managing conflicts of interest in a charity'.
- 1.5 All directors are recommended to read this guidance.

2. Managing conflicts of interest

- 2.1 Where a director recognises that they have a conflict of interest, they must declare it immediately. Some examples of conflicts of interest include an individual or a person connected to them having a personal financial interest in a decision or a director having been involved in the matter prior to its consideration by the Board and having a financial interest or a competition of loyalty due to a current or previous employment or consultancy or advisory role.
- 2.2 Once an individual declares a conflict of interest, they can, if the conflict is considered to be low risk, remain in the meeting at the invitation of the Board in order to provide information about the matter(s) but they cannot take any further part in any decisions related to that matter. If a matter is not judged to be low risk then the conflicted director must leave the meeting for that item and take no further part in any discussion or decision related to that matter.
- 2.3 At the request of any other director the conflicted individual can be asked to leave the room whilst the conflicted matter is under discussion.
- 2.4 A conflicted director cannot vote or be included when considering whether there is an appropriate quorum of directors, and cannot seek to influence other directors.
- 2.5 Where a conflict of interest has been disclosed, the disclosure itself, and any subsequent actions taken, must be fully recorded in the minutes of the directors' meetings.
- 2.6 Where a decision has been made concerning a matter where a conflict of interest has been disclosed, the minutes of the directors' meetings must clearly demonstrate that the decision made serves the best interests of the charity notwithstanding any disclosed conflict.

3. Adoption of this policy

- 3.1** The directors of the Corporate Trustee of the Association of Church Accountants and Treasurers (ACAT) formally accepted this policy at the board meeting held on 24 February 2025.
- 3.2** Approved for publication at the Board meeting of 15 September 2025

Livia Velicu
Chair