

MODULE GUIDANCE:
CORPORATE SOCIAL RESPONSIBILITY: FINANCIAL

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Purpose:

You have been asked to complete this module to be compliant with the requirements of one or more client buyers. The Financial module forms part of a wider set of Corporate Social Responsibility (CSR) modules which you need to complete and pass, in conjunction with the H&S module, in order to receive the CQMS Safety-Scheme certification.

This guidance explains the topics covered in the Financial module, the requirements and standards to which we assess in line with the client requirements. Please note that the assessment is a desktop-only assessment, we do not witness the work you undertake, and as such evidence needs to be uploaded to support your response.

If you are unsure of the requirements or standards, or how they apply to your organisation, after reading the relevant parts of this guidance document please contact CQMS Safety-Scheme and a member of our team will be happy to help. We provide support and guidance to companies undergoing assessment with us free of charge.

Requirements & Standards:

All companies who work for certain client buyers are required to complete this module in full and provide relevant supporting evidence where marked.

You can 'save' the module at any time and return to complete it later. Please note that the module will not be complete or submitted to CQMS until you have submitted it by clicking the yellow 'SUBMIT' button shown below:

Module status: Awaiting completion

Financial

Submit this Module ↗

Save responses 📄

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Question 1

Please select your type of organisation from the list:

Type of organisation	Qualifying criteria
Start up business	Business which has only been engaging in business activity for a short period of time and have not yet reported accounts to the Inland Revenue or Companies House.
Unincorporated business	Business which is not registered with Companies House, for example sole traders and unincorporated partnerships.
Small company or limited liability partnership	Business classed as 'small' as per the UK Government definition, i.e. those which meet at least 2 of the following criteria: <ul style="list-style-type: none"> > Turnover of £10.2 million or less; > £5.1 million or less on its balance sheet; > 50 employees or less Business with a turnover below the audit threshold at which the preparation of audited accounts is not required.
Medium to large incorporated entity	Business classed as 'medium size' as per the UK Government definition, i.e. those which meet at least 2 of the following criteria: <ul style="list-style-type: none"> > Turnover of £36 million or less; > £18 million or less on its balance sheet; > 250 employees or less Or Business classed as 'large' as per the UK Government definition, i.e. those which meet at least 2 of the following criteria: <ul style="list-style-type: none"> > Turnover over £36 million; > £18 million or more on its balance sheet; > More than 250 employees
Other type of organisation	Business does not fall into any of the above classifications, e.g. not for profit entity, local authority, housing association, charity, etc.

The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.

If you have any questions please call on 01476 594410 or email us at safety-scheme@cqms-ltd.com

Question 2

Please provide copies of your full accounts for the last 2 full years' accounting periods.

You will need to:

- confirm the period each covers, e.g. 2023-24 and 2022-23 (please detail the most recent first),
- confirm the turnover for each period, and
- provide a copy of the 'full accounts' (abbreviated accounts are not acceptable) which must comprise the following:
 - Director's Report
 - Accountant's Report
 - Profit & Loss Account
 - Balance Sheet
 - Notes to the accounts
 - etc

If the business is a medium or large entity, audited accounts are required.

If the business is an unincorporated entity (sole trader or non-incorporated partnership) and accounts are not prepared, the following will be acceptable;

- relevant pages from the latest tax returns (self-employment pages for sole traders, partnership pages for partnerships), and
- the tax assessment.

If the organisation is a start up business which has not been trading for 2 full years, please provide the last full year or if this also does not apply please upload a statement explaining why you are unable to provide any financial information. This will be verified with Companies House records where applicable.

This is all mandatory information, and a copy of the accounts or turnover alone is not sufficient.

Validity & Renewal:

The expiry date of the Financial module will be aligned with the expiry date of the main H&S module (SSIP compliant) upon completion. This ensures that all competency evaluation modules expire at the same time which aids the renewal process.

If the Financial module is completed prior to the main H&S module, a temporary expiry date will be added and this will then be adjusted to align with the main H&S module when that is completed.

CQMS will issue reminders in advance of expiry to individuals listed as 'contacts' on your supplier profile so the renewal process can be commenced.

Further information:

Please see the CQMS Safety-Scheme Terms & Conditions, available on the CQMS Portal login page or request from CQMS Safety-Scheme. The T&Cs provide further information on the CQMS Safety-Scheme processes.