



Kilmersdon Village Hall Finance Policy

1. The trustees of Kilmersdon Village Hall being the Kilmersdon Village Hall Management Committee (“the Committee”) will manage the assets of the charity in accordance with the Kilmersdon Village Hall Trust Deed dated 15th May 1991.
2. The Committee will insure Kilmersdon Village Hall with a reputable Insurance Company on an ‘All Risks’ basis for its full rebuild value; the sums insured shall be reviewed at each policy renewal.
3. Financial records will be kept to ensure that Kilmersdon Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
4. The financial year will end on 31st August and accounts for each financial year will be drawn up and approved by the Committee prior to being presented to the Annual General Meeting held in October.
5. The accounts will be independently examined by an auditor or examiner of accounts
6. The Committee shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.
7. All funds will be held in accounts in the name of Kilmersdon Village Hall Management Committee at such banks and on such terms as the Committee shall decide. All cheques and transfer documents shall require the signatures of two of four trustees authorised by minutes of Committee Meetings.
8. The treasurer shall present a financial report to every meeting of the Committee: the format and content of the report shall include the current financial situation, income and expenditure of the previous month, any outstanding income or expenditure not included in the month’s account and any other relevant financial information and can be modified by the Committee as required
9. The Annual Accounts shall be externally audited at least every three years.

Financial Procedures

1) Financial Records

The following records shall be kept up to date by the treasurer:

- a) A cashbook analysing all the transactions in the Kilmersdon Village Hall bank account(s).
- b) A petty cash book if cash payments are being made.

2) Payment Procedure

- a) The treasurer will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept under lock and key.
- b) Blank cheques will NEVER be signed.
- c) The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
- d) No cheques should be signed without original documentation (see below)

3) Income Procedure

- a) All income will be paid into the bank without deduction
- b) Cash is to be counted by the person collecting it and placed in a bag with a pay-in slip showing source, date, amount and signature of collector; the cash to be handed to the treasurer who should count the cash and confirm the amount.
- c) Hiring agreement forms showing conditions of hire, date, purpose of hire, the rate per hour and total due must be signed by the hirer on booking. An invoice will be given to the hirer with copy to treasurer who will collect the outstanding balance and account for the income

4) Payment Documentation

- a) Every payment out of the bank accounts will be evidenced by an original invoice or expenses claim form. The cheque signatory should ensure that it is referenced with cheque number; date cheque drawn; amount of cheque; who signed the cheque.
- b) The only exceptions to cheques not being supported by an original invoice would be for such items as advanced booking fees for a future course or event, deposit for a venue, VAT, etc.
- c) Wages. There will be a clear trail to show the authority and reason for such payment.
- d) All staff appointments/departures will be authorised by the Committee, minuting the dates and salary level. Similarly, all changes in hours and variable payments such as overtime, etc, will be authorised by the Committee.
- e) Petty cash will always be maintained on the imprest system whereby an Officer is entrusted with a float as agreed by the Committee. When that is more or less expended, a cheque will be drawn for sufficient funds to bring up the float to the agreed sum, the cheque being supported by a complete set of expenditure vouchers, totalling the required amount, analysed as required.
- f) Expenses/allowances. The Committee will, if asked, reimburse expenditure paid for personally by staff or trustees on behalf of the charity, providing: fares are evidenced by tickets; other expenditure is evidenced by original receipts; car mileage is based on local authority scales; no cheque signatory signs for the payment of expenses to themselves