Yelling Village Hall

Financial Policy and Procedures

1. Policy

a) The Trustees will manage the assets of the charity in accordance with the Declaration of Trust for Yelling Village Hall dated 16th March 1976.

b) The Trustees will insure Yelling 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.

c) Financial records will be kept to ensure that Yelling Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law.

d) The financial year will end on 31st January and accounts for each financial year will be drawn up and approved by the Trustees prior to being presented to the Annual General Meeting held in May.

e) The accounts will be independently examined by an auditor or examiner of accounts appointed at the AGM.

f) The Trustees will approve an income and expenditure budget prior to the start of each financial year.

g) The Trustees shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.

h) All funds will be held in accounts in the name of Yelling Village Hall at the National Westminster Bank in St. Neots, Cambridgeshire unless the Trustees decide otherwise. All cheques and transfer documents shall require the signatures of two of three Trustees authorised by minute of a Committee Meeting.

i) The Treasurer shall present a financial report to every meeting of the Trustees, the format and content of the report to be decided by the Trustees.

j) All expenditure shall be properly authorised and recorded in the accounts; all income shall be paid into the bank with minimal delay.

k) For capital projects costing more than £1,000 up to three estimates will be sought, together with written specifications. The estimates will be discussed at a meeting of the Trustees and a decision made to accept an estimate before the work commences. If a grant application is involved in financing the project, terms and conditions relating to the timing of commencement of the work will be taken into consideration. The minimum cost to which this policy applies will be reviewed at each AGM.

2. Procedures

2.1 Financial Records

The following records shall be kept up to date by the Treasurer in an excel spreadsheet:

a) Expenditure and income cashbook analysing all the transactions in the Yelling Village Hall bank account.

b) The same spreadsheet to record and identify all cash transactions.

2.2 Payment Procedure

a) The Treasurer will be responsible for holding the unused and partly used cheque books in a secure manner.

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.

2.3 Income Procedure

a) Income may be received as cash, cheque or direct payment into the Yelling Village Hall account.

b) Cash and cheque payments for hire can be paid to the Bookings Clerk or to the Treasurer. The Bookings Clerk will retain a copy of the hiring agreement form which will show the date, cost of hire, and hirer’s signature. An invoice will only be issued by the Treasurer if requested by the hirer or the Bookings Clerk.

c) The Bookings Clerk will provide the Treasurer with a list of hirers, date of hire and fees charged, together with the money/cheques paid on at least a monthly basis.

d) Profits from fundraising events will be passed to the Treasurer at the earliest opportunity after the event has been held. The money will be checked at the time of hand-over and agreed between the Treasurer and event organiser. A statement from the organiser showing total expenditure and income must be presented at the same time.

2.4 Payment Documentation

a) Every payment out of the bank accounts will be evidenced by an original invoice. The cheque signatory should ensure that it is referenced with:

- Cheque number
- Date cheque drawn
- Amount of 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, deposit for a venue, etc.

c) Cash payments will be made from cash in hand. If there is insufficient cash then a cheque will be drawn to cover the cost, the cheque being supported by an invoice (as it is with a cash payment). Cash will only be used to pay a bill if demanded by the payee and only when authorised by the Trustees.

d) Expenses / allowances: Yelling Village Hall will reimburse expenditure by Trustees or volunteers, providing that the expenditure is authorised, and original receipts are provided.

e) Many items are now bought online on behalf of Yelling Village Hall using a personal credit card, usually by the Treasurer

- If the amount is less than £100 then no further approval is required from the Trustees.
- If the amount is greater than £100 then approval must be obtained from the Trustees before proceeding.

f) In all cases of reimbursement to a Trustee it is permissible for a cheque signatory also to be the person being reimbursed.

g) All reimbursements made to the Treasurer will be highlighted on the financial report presented at each meeting.

Adopted and agreed by Yelling Village Hall Management Committee on 15th January 2020