

Toddington Village Hall

Stow Road

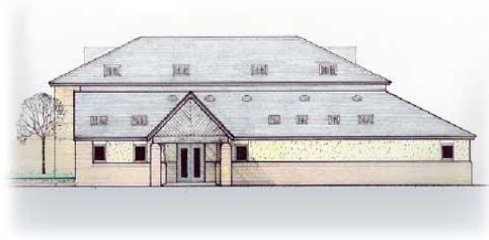
Toddington

Gloucestershire

GL54 5DU

Tel: 07486 981438

Email: toddingtonbookings@gmail.com



FINANCE POLICY

1. The trustees will manage the assets of the charity in accordance with the Charity rules.
2. The trustees will insure the Hall's property 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 the hall committee meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
4. The financial year will end on 31st March 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 each year.
5. The accounts will be independently examined by an auditor or examiner of accounts appointed by the AGM.
6. The trustees will approve an income and expenditure budget prior to the start of each financial year and monitor financial performance at every meeting.
7. The trustees shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.
8. All funds will be held in accounts in the name of Toddington Village Hall at such banks and on such terms as the trustees shall decide. All cheques and transfer documents shall require the signatures of two trustees authorised by minute of a Committee Meeting.
9. 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.
10. All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.
11. The trustees will undertake a financial risk assessment of all trust activities and review it annually.

Financial Procedures

1) Financial Records

- a) The following records shall be kept up to date by the treasurer:
- b) A cashbook analysing all the transactions in the Toddington Village Hall bank accounts.

2) Payment Procedure

- a) Two trustees will be authorised to make payments online or by cheque.
- b) Adequate records must be kept to ensure evidence of payments.

3) Income Procedure

- a) All income will be paid into the bank account without deduction.
- b) Cash is to be passed to the treasurer with appropriate information: date, source and amount.

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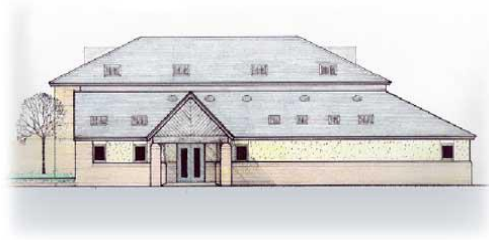
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- c) For single bookings a Booking Agreement forms showing conditions of hire, date, purpose of hire must be signed by the hirer, the booking will be accompanied by a returnable deposit. An email will be sent confirming and quoting the cost and a record will be kept on the online calendar. For regular multiple bookings or when requested an invoice shall be sent. The treasurer will collect the outstanding payments and refund deposits.
- 4) **Payment Documentation**
- a) Every payment out of the bank will be evidenced by a statement entry.
 - b) Wages. There will be a clear trail to show the authority and reason for every such payment.
 - c) All staff appointments/departures will be authorised by the trustees, minuting the dates and salary level. Similarly all changes in hours and variable payments will be authorised by the responsible trustee.
 - d) Expenses/allowances. The treasurer will, if asked, reimburse expenditure paid for personally by staff or trustees on behalf of the charity, providing evidence of expenditure is provided.