



FINANCIAL & CASH HANDLING POLICY

1. The trustees will manage the assets of the charity in accordance with the Halse Village Hall Constitution dated 24th June 1929 and registered with the Charity Commission on 8th January 1991 under charity number 269301.
2. The trustees will insure Halse Village Hall with a reputable insurance company on an 'All Risks' basis for its full rebuild value; the sum insured shall be reviewed at each policy renewal.
3. Financial records will be kept to ensure Halse 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 March and accounts for each financial year will be drawn up and approved by the trustees prior to being presented at the Annual General Meeting held in May.
5. The accounts shall be independently examined by an examiner of accounts appointed by the AGM.
6. The trustees will consider and 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 Reserve Policy and determine the extent and nature of reserves designated at Restricted Funds.
8. All funds will be held in accounts in the name of Halse Village Hall as such banks and on such terms as the trustees shall decide. All cheques and transfer documents shall require the signature of two of three trustees authorised by minute of a committee meeting, unless otherwise agreed by the Chair.
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.
12. No cash will be held in the village hall.

FINANCIAL RECORDS

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

Reviewed: May 2025

- A cashbook – paper or computer file – analysing all transactions in the Halse Village Hall bank account(s)
- A petty cash book if cash payments are being made

PAYMENT PROCEDURE

- The treasurer will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept under lock and key. Any computerised account will be kept safe. Computerised account will be readily available upon request by any members of the committee.
- Blank cheques will never be signed.
- The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
- No payment shall be made without original documentation.
- BACS is the preferred method of payment for all invoices and expenditure. Any two of the three signatories on the account will approve on line BACS payments.

INCOME PROCEDURE

- All income will be paid into the bank promptly.
- Cash to be counted by person collecting it and placed in a bag with a slip showing source, date and amount; cash to be handed to the treasurer.
- Hiring payments shall be subject to the hiring policy and payments agreed with the Booking Secretary. The preferred method of payment will be BACS.
- Sum Up card reader: tracking of payments received by debit and credit card will be easily identifiable in the accounts. Sum Up reports will form part of the accounting records.

PAYMENT DOCUMENTATION

- Every payment out of the bank accounts will be evidenced by an original invoice or appropriate documentation for the payment
- Expenses / allowances: Halse Village Hall, will reimburse expenditure paid for personally by trustees on behalf of the charity, providing:
 - Expenditure is evidenced by original receipts
 - Fares are evidenced by tickets
 - Car mileage is based on local authority scales
 - No signatory signs for the payment to themselves

REPORTING

- The treasurer shall circulate a financial report to all trustees prior to each committee meeting.
- The treasurer shall circulate draft year end accounts at the committee meeting prior to the AGM.
- The treasurer shall produce an annual report including financial data and his/her comments to the trustees following the inspection of the accounts by the Independent Examiner.
- The treasurer shall present the year end accounts and annual report at the AGM.

Policy dated: March 2024