

## **Battisford Village Hall**

### **Policy for Finance and Payments**

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#### **1. Introduction and Context.**

This policy gives guidance on the financial procedures which will safeguard the assets of the charity, manage risk, guide decision making and protect the committee members from inadvertently mishandling the charities funds.

#### **2. Accounts**

- 2.1 Financial records will be kept by the treasurer to ensure that Battisford Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
- 2.2 The financial year ends on 31<sup>st</sup> March. The accounts will be independently examined by an auditor or examiner of accounts and agreed at the AGM, which is held in May. Copies will then be sent to the charity commission.
- 2.3 Financial decisions such as hire rates, expenditure and reserve levels will be made on the basis of the audited accounts.
- 2.4 The committee will, when accounts are available, monitor financial performance at every meeting.
- 2.5 All funds will be held in accounts in the name of Battisford Village Hall Management Committee, at such banks, and on such terms as the committee shall decide.

#### **3. Reserves.**

- 3.1 The Committee have set a reserves policy, which requires reserves be maintained at a level which ensures that Battisford Village Hall could be maintained, and core activity resumed, during or after a period of unforeseen difficulty. This reserve will be approximately equivalent to a year's income.
- 3.2 The level of reserve will be reviewed at least annually, and adapted in the light of spending commitments and planned expenditure.

#### **4. Insurance**

The Committee will insure Battisford 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 insurance policy renewal.

## 5. Payments Procedure

- 5.1 The Treasurer will be responsible for holding the cheque book or books. The relevant payee's name shall always be inserted on any cheque before signature, and the cheque stub be properly completed.
- 5.2 All cash payments from Battsford Village Hall funds should be arranged with the treasurer.
- 5.3 A cash book or computer-based record showing all the payments will be kept by the treasurer. A summary of payments will normally be given to the committee at their monthly meetings.
- 5.4 Battsford Village Hall will, through the Treasurer, reimburse reasonable expenditure paid for personally by individual Committee Members on behalf of Battsford Village Hall, provided that it is supported by appropriate receipt or other documentation
- 5.5 No cheque or other payment should be made without original documentation, normally an original invoice or, for minor expenses such as cleaning or catering supplies, a supporting till receipt or similar. Cash may be used for payment of such minor expenses. The only exception to payments requiring original documentation would be for items such as deposits, where written confirmation of receipt of payment by the payee is acceptable pending a proper invoice for all monies paid.
- 5.6 At any one time, there should be a minimum of 3 signatories for each bank account. All cheques require two signatures. Any new signatory must be approved by the Committee before the bank is notified. For all types of payment, the signatories must check that the expenditure has been authorised. Signatories will not sign cheques which are payable to themselves, or blank cheques.

5.7 The accounts do not allow for direct payments to be made using internet banking.

6 Purchasing authority limits for other than day-to-day expenditure are as follows:

- Expenditure above £500 should be agreed in principle by the management committee in advance and minuted as such.
- Expenditure over £2000 will require 3 written quotes (not estimates) on the basis of which the Committee will agree and minute a decision.

7 Policies and procedures will be subject to annual review or be updated when circumstance or regulations change.

Adopted by the Management Committee on \_\_\_\_\_

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Position held \_\_\_\_\_

Reviewed On	Signed	Name Printed	Position Held