



Blunham Village Hall

Charitable Incorporated Organisation No. 1183856

Finance Policy

Policy Statement

The Trustees of Blunham Village Hall will endeavour to manage the finances of Blunham Village Hall in a prudent manner, on sound financial principles, which comply with Charity Commission and HMRC requirements and which will enable the Village Hall to continue to provide a facility, valued by the local community.

As a community asset, Blunham Village Hall will be run as a non-profit making organisation with any surplus of Income over Expenditure devoted to current maintenance of the facility and a contribution to financial reserves to cover future maintenance, refurbishment, and unexpected revenue voids.

Aims

The aims of the Finance Policy are to enable the Trustees of Blunham Village Hall to operate the village hall on a sustainable revenue basis with a reserve fund set aside for crisis and revenue voids. The policy document lays down the principles of Financial Management that are employed.

Principles

1. The trustees will manage the assets of the charity in accordance with Blunham Village Hall CIO Constitution and will appoint a Treasurer responsible for the day to day management of the Charity's Finance.
2. The trustees will insure the 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 Blunham Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
4. The financial year will end on 4th April 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 each year.
5. The accounts will be independently examined by an auditor or Independent Examiner appointed by the trustees.

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. The trustees will review the allocation to reserves/restrictions at least annually prior to the AGM.

8. All funds will be held in accounts in the name of Blunham Village Hall at such banks and on such terms as the trustees shall decide.

9. All cheques and transfer documents shall require the signatures of two of the designated signatories authorised by minute of a Trustee Meeting.

10. 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.

11. All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.

12. No trustee shall have a personal financial interest in the management of the Blunham Village Hall charity

13. The trustees will undertake a financial risk assessment of all trust activities and review it annually

Financial Procedures

1) Financial Records

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

a) A cashbook/computer based record analysing all the transactions in the Blunham Village Hall bank account(s).

b) A petty cash book/computer based record if cash payments are being made.

2) Payment Procedure

Payments will be made by secure bank transfer whenever possible, involving a two-step process whereby the Treasurer will set up the payment and a second independent designated signatory will authorise, before the payment is complete.

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. The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed. No cheques should be signed without original documentation.

c) The trustees must approve any single payment over £750.00 unless delay would cause risk to the operation of the Hall. In such an event the Treasurer or Chairman is permitted to authorise the expenditure subject to a limit of £1,200.00. The exception to this is the renewal of the Hall's

insurance policy.

d) Procurement of items with a value in excess of £750 should be subject to at least 2 quotations for the trustees to consider. Where this is not desirable for any reason, a waiver can be submitted to the trustees to explain why and obtain approval.

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 in the presence of the collector (or other person if collector not present) and confirm the amount. No cash will be kept in the Village Hall premises.

c) Hiring agreement forms showing conditions of hire, date, purpose of hire, the rate per hour, total due, and bank details must be signed by the hirer on booking.

Hirers are encouraged to pay by bank transfer, and bank details are shown on the hire form and Invoices. If requested, the Treasurer will send an invoice to the hirer with copy to treasurer who will collect the outstanding balance and account for the income. With the assistance of the Treasurer, the Booking Co-ordinator will reconcile the Income with the bookings.

4) Payment Documentation

a) Every payment out of the bank accounts will be evidenced by an original invoice or expense receipt. If by cheque, the signatory should ensure that it is referenced with Cheque number, date drawn, amount of cheque and who signed it.

b) The only exceptions to payments not being supported by an original invoice would be for such items as advanced booking fees for a future course, deposit for a venue, VAT, etc. Here evidence of the payment should be retained pending receipt of Invoice

e) Petty cash will always be maintained on the 'imprest system' whereby an Officer is entrusted with a float as agreed by the trustees. 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. Blunham Village Hall will, if asked, reimburse expenditure paid for personally by trustees on behalf of the charity, providing Fares are evidenced by tickets, other expenditure is based on original receipts, and car mileage is based on HMIT approved rates. No authorised signatories can sign for the payment of expenses to themselves.

This policy was reviewed by the Trustees on **on 09 January 2025** and will continue to be reviewed annually.