



## **Aldbury Memorial Hall Management Committee**

### **Finance Policy**

#### **Guiding principles**

**The aim** of the Finance Policy is to enable Aldbury Memorial Hall Committee to operate Aldbury Memorial Hall on a sustainable revenue basis with a reserve fund set aside for crises and revenue voids.

The policy has been updated following completion of the Charity Commission's Financial Controls Checklist document. The checklist was designed to help charity trustees evaluate their performance against legal requirements and good practice recommendations set out by the Charity Commission.

#### **Financial Management**

1. The Aldbury Memorial Hall Committee will manage the assets of the charity in accordance with the Aldbury Memorial Hall Deeds and The Constitution.
2. The Committee will insure the Trust 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. A list of fixed assets will be maintained.
4. Financial records will be kept to ensure that Aldbury Memorial Hall Committee meets its legal and other obligations under Charity Law, Taxation and common law.
5. The financial year will end on the last day of December and accounts for each financial year will be drawn up and approved by the Committee and being presented to the Annual General Meeting.
6. The accounts will be independently examined by a suitably qualified independent examiner.
7. The Committee shall approve and minute a reserves provision at the AGM.
8. All funds will be held in accounts in the name of Aldbury Memorial Hall at such banks and on such terms as the Committee shall decide.
9. The Committee will mandate the Treasurer and Chairperson to make bank transactions by online banking and to bank cheques as needed. The Booking Secretary will be mandated to view online banking transactions without having the authority to make transactions. This allows the booking secretary to see that booking payments due have been received or need follow up.
10. The Treasurer and Chairperson will audit transactions routinely to ensure they are in line with this policy and committee decisions.
11. The treasurer shall present a summary financial position (income and expenditure year to date) at Committee Meetings.
12. All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay unless retained as Petty Cash.
13. The Committee will undertake a financial risk assessment of all trust activities and review of internal controls at the AGM.
14. The Committee will review and record the reserves position and the investment of that reserve for the coming year at the AGM

#### **Financial Records**



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

1. A computer based record of all cash, cheque and electronic transactions to and from Aldbury Memorial Hall bank account(s) and petty cash will be maintained. Such records will be updated at least every three months.
2. Computers used to retain financial records will be protected by security software.

#### **Payment Procedure**

1. Online payment and receipt of payments will be the preferred method of transacting money. Cheques and cash only used when on-line payment is not possible. Cheques can only be signed by the Treasurer or the Chairperson as mandated by the Committee and with the Bank.
2. The treasurer will be responsible for safely holding the cheque book (unused and partly used cheque books).
3. Blank cheques will NEVER be signed.
4. The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
5. No cheques or transactions should be issued without supporting documentation.

#### **On-line banking**

1. Debit cards will be issued to the Treasurer and Chair only.
2. Debit card PIN security will be the individual responsibility of the card holders. [NB Cards not used at least once in a 6month period will become inactive]

#### **Income Procedure**

1. Hirers will be requested to pay on line as directed in the hiring agreement.
2. All income from hall hire should be annotated against monthly income receipt
3. Cash should be handed to the treasurer who should count and confirm the amount against income receipt.
4. All income will be paid into the bank without deductions unless held as petty cash and within 2 months of receipt. Large cash sums will be paid in promptly. Petty cash will not exceed £200 with the exception of floats for fundraisers.
5. No cash will be kept on the Hall premises.
6. If requested an invoice will be given by the booking secretary to the hirer with copy to treasurer. This may become automated for all users if an online Hall Booking System is adopted.

#### **Payment Documentation**

1. Every payment out of the bank accounts will be evidenced by an invoice /receipt or file note
2. Petty cash will always be maintained on the system whereby The Treasurer is entrusted with a float as agreed by the Committee. When that is more or less expended, sufficient funds will be drawn to bring up the float to the agreed sum. Petty cash expenditure will be supported by receipts in the same way as all other expenditure. The Treasurer may draw an agreed float and entrust an Officer of the committee with that float for specific fundraising events.



3. Aldbury Memorial Hall will reimburse expenditure paid for personally by Committee members on behalf of the charity, providing it is adequately evidenced.
4. No-one with a cheque signing or online transaction mandate can make the payment of expenses to themselves.

### **Purchasing Documentation**

1. Committee authorised work or purchases of :-
  - a. less than £500 will be paid based on invoice.
  - b. between £500 - £2000 will be paid based on a quote and with subsequent agreement by Committee.
  - c. greater than £2000 should be covered by 3 quotes unless waived by committee.

Quotes will be retained by the Treasurer along with accounts for examination purposes.

2. Single on-line bank payments are limited to £2500 as agreed with the Bank
3. Committee members shall withdraw from any decision where a family member is tendering for work to avoid any conflict of interest.

### **Whistleblowing**

1. Should any Trustee have concerns about the financial management of the Charity, they should raise their concerns firstly with the Chairman or Treasurer, or another committee member or the Accountant who examines the accounts. Any or all of these may refer irregularities to the Charity Commission or police.

Updated 19 Oct 2023  
Jennie Shaw

Policy next review date: Oct 2025