

STOCKLAND VICTORY HALL

FINANCE POLICIES AND PROCEDURES

1. Finance Policies

- 1.1. The Trustees will manage the assets of the charity in accordance with the Stockland Victory Hall Trust Deed dated 9th October 1946. Each Trustee is responsible for the management of the assets and they may appoint one Trustee as Honorary Treasurer to administer the assets.
- 1.2. The Trustees 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.
- 1.3. Financial records will be kept to ensure that Stockland Victory Hall meets its legal and other obligations under Charity Law, Her Majesty's Revenue and Customs and common law.
- 1.4. The financial year will end on 30th September 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 November.
- 1.5. The accounts will be independently inspected by an independent person known to more than one Trustee and appointed by the Trustees.
- 1.6. The Trustees will approve an income and expenditure budget prior to the start of each financial year and monitor financial performance at every meeting.
- 1.7. The Trustees shall approve a separate reserves policy and determine the extent and nature of reserves, designated funds and restricted funds.
- 1.8. All funds will be held in accounts in the name of Stockland Victory Hall at such banks and on such terms as the Trustees shall decide. All cheques shall require the signatures of two of four Trustees who are unrelated and unconnected and authorised by minute of a committee meeting. All internet banking transactions will require two of four authorised Trustees to complete.
- 1.9. 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.
- 1.10. All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.
- 1.11. The Trustees will undertake a financial risk assessment of all trust activities and review it annually.

STOCKLAND VICTORY HALL

FINANCE POLICIES AND PROCEDURES

2. Finance Procedures

Financial Records

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

- A cashbook analysing all the transactions in the Stockland Victory Hall bank accounts. The cashbook may be a written ledger or may be kept as one or more computer spreadsheets backed up after each update session;
- A file containing all invoices and other vouchers to be paid. All documents to be sequentially numbered;
- A file containing details of events and monies received;
- A file containing monthly returns of bookings taken by the Bookings Secretary;
- A file containing copies of all invoices issued. This may be a computer file that is backed up after each update session. An index of all invoices issued will be kept and updated with the payment status of each invoice;
- A file containing all bank statements;
- Records maintained on a computer will be backed up after each update session onto a removable memory device and stored securely.

Income Procedure

2.2 The Treasurer will be responsible for holding the paying-in book (unused and partly used paying-in books) which should be kept securely.

2.3 All income will be paid into the bank without deduction and whenever possible should be made by internet banking transfer to the Stockland Victory Hall Current account. The paying in book stubs will be fully completed to identify individual cheque payees and individual amounts of cash being paid into the account.

2.4 At events, cash is to be counted by the person collecting it and placed in a container with a completed 'Event Form' showing source, date, amount and signature of collector. The cash will 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.

2.5 Hiring agreement forms showing conditions of hire, date, purpose of hire, the rate per hour and total due must be signed by the hirer on booking. The full hire fee will be collected prior to the date of hire unless arrangements have been made to allow credit. An invoice will be prepared by the Treasurer and given to the hirer on request where the payment has been made in full and will be given in all cases where an unpaid balance has to be collected by the Treasurer.

STOCKLAND VICTORY HALL

FINANCE POLICIES AND PROCEDURES

Payment Procedure

- 2.6 The Treasurer will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept securely.
- 2.7 Blank cheques will **never** be signed.
- 2.8 The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be fully completed.
- 2.9 No cheques to be signed without documentation to justify the expenditure.
- 2.10 The Treasurer will be responsible for initiating all internet banking payments and notification of the authorised Trustees to enable the payment to be independently authorised.

Payment Documentation

- 2.11 Every payment out of the bank accounts will be evidenced by an original invoice or other documentary voucher, or by a minuted direction of a meeting of Trustees. The cheque signatory should ensure that it is referenced with the cheque number; date cheque drawn; amount of cheque and who signed the cheque.
- 2.12 Any expenditure incurred during an event must be evidenced by original invoices or receipts or must be supported by other documentary evidence to justify the expenditure. All evidence of expenditure must be attached to the Event Form completed for each event.

Petty Cash

- 2.13 A petty cash float, as agreed by the Trustees, will be available for use at events. At the end of the event, the petty cash float must be made up to its agreed amount from the proceeds of the event.

Reimbursement of expenses

- 2.14 The Stockland Victory Hall Trustees will, if asked, reimburse expenditure incurred on behalf of the charity, providing: fares are evidenced by tickets; other expenditure is evidenced by original receipts; car mileage is based on local authority scales. No cheque signatory may authorise the payment of expenses to themselves.

Cash on hall premises

- 2.15 No cash will be left overnight in the Hall premises. During an event, cash is to be handled so it is kept secure and can be accounted for at the end of the event. At the end of an event, cash and any cheques received will be counted and detailed on the Event Form completed for the event. The safe keeping of cash will be the responsibility of the person organising the event until it is handed over to the Treasurer, who will then ensure the cash is banked as soon as reasonably

STOCKLAND VICTORY HALL

FINANCE POLICIES AND PROCEDURES

practicable. Reasonable measures are to be taken to ensure cash is kept secure, such as not leaving cash on view and unattended or discussing the whereabouts of cash with anyone not having good reason to know.

Transport of cash

- 2.16 Special measures will need to be taken during the transfer of cash where the amount exceeds £2,500. All such movements of cash must be discussed with the Treasurer, who will ensure appropriate steps are taken to comply with the insurance cover available.

Income and payments received in cash

- 2.17 Insurance cover is not available where loss results from any form of cash payment which proves to be counterfeit; false; invalid; uncollectible or irrecoverable for any reason. Organisers of events held where proceeds will need to be banked on behalf of the charity must refuse to accept money that is badly damaged or has expired as a result of currency changes made by the Bank of England. No foreign currency to be accepted.

Limits on expenditure

- 2.18 The Trustees have agreed that all unplanned expenditure incurred on behalf of the charity in excess of £100 per expense must be notified to the Treasurer to ensure adequate funds are available.
- 2.19 The Trustees have agreed that all planned expenditure in excess of £1,000 must be approved by the Trustees after at least three estimates have been obtained for consideration. Approval of the expenditure will take account of the estimate providing the best value to the charity and not necessarily the cheapest. If there is only a sole supplier for a particular planned expenditure or it becomes impracticable to obtain three estimates, then the Trustees will consider an exception to this procedure, which must be fully recorded.
- 2.20 No limits, other than affordability, will apply to emergency expenditure to ensure the safety of users of the Hall or to protect the structure and fabric of the Hall.

Foreign Currency Transactions

- 2.21 All purchases on behalf of the charity should be made in sterling pounds. In exceptional cases where a purchase has to be made in Euros or another currency, the average sterling conversion rate for the day the purchase is invoiced will be used to determine the cost to the charity for accounting purposes.