

Wyverstone Village Hall  
FINANCIAL POLICIES AND PROCEDURES

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### **1. Purpose of this document**

To define the financial systems used by Wyverstone Village Hall and how they relate to all areas of the organisations.

Relevant to the Committee and Trustees. All suggestions for amendments to the Chairman and Treasurer. Minor amendments/updates to be agreed by the Chairman and Treasurer and major amendments to be agreed by the Committee. This document will be appraised and reviewed annually, and appropriate updates approved by the committee.

### **2. Ordering goods and services**

All committee members must be aware that expenditure is committed when an order is placed on behalf of Wyverstone Village Hall, not when the payment is made. For payments over £250 but under £1000 authorisation must be given by The Chair, The Treasurer and one additional member of the committee. For payments over £1,000 a quote must be obtained and approval must be given by the full committee. For payments over £3,000 2 quotes must be obtained. Suppliers must be requested to produce invoices. If payment is needed on or before delivery or no credit is given, a 'pro-forma' invoice should be provided. For small items of expenditure (i.e. under £250), receipts should be submitted to the Treasurer.

Re-stocking for the bar from cash received from sales can be made up to an amount of £750 pounds without recourse to the above procedures.

### **3. Bank payments and Cheque writing**

The signatories for the bank accounts are the Treasurer, Booking Secretary and one additional member of the committee. Any new signatory must be approved by the Trustees before the bank is notified. All cheques require two signatures and all direct bank payments must be set up and authorised by two of the signatories. For all types

of payment the signatories must check that the expenditure has been authorised by the appropriate person before signing the cheque. Signatories will not sign cheques which are payable to themselves, or blank cheques.

Cheques should be filled in completely (with payee, amount in words and figures, and date) before cheques are signed.

No two signatories should live at the same address.

#### **4. Handling of cash**

The petty cash balance will be held in the safe in the bar. All cash collected from the Treasurer will be signed for, and receipts will be issued for all cash returned. Specific extra cash floats (for tills at events etc.) should be arranged via the bar. The person signing for the float is responsible for ensuring cash and receipts are returned as soon as possible after the event.

#### **5. Salaries, payroll and freelancers**

Wyverstone Village Hall does not currently have any employees, however this policy shall be appropriately amended if this situation changes.

#### **6. Income**

The majority of income received by Wyverstone Village Hall is from hall rentals, donations, grants and events. Invoices will be issued from the treasurer or another committee member when necessary and appropriate.

All invoices should be raised on Wyverstone Village Hall letterhead, or in a format agreed with the committee, and be drawn up in accordance with Wyverstone Village Hall's standard invoice requirements.

Wyverstone Village Hall is not presently VAT registered but if this changes in the future then VAT invoices need to meet HM Revenue and Customs requirements, and must include the VAT registration number, VAT rate and VAT amount.

Outstanding invoice payments will be followed up at least monthly by the Treasurer or Booking Secretary as appropriate.

All donations will be acknowledged by the Charman and one other Committee Member.

Donations are accepted on the understanding that no goods, services or favours shall be offered in return by the Committee or Trustees whether formally or informally. The trustees reserve the right to refuse any donations which they deem not to be in keeping with the aims, objectives and ethical practices of Wyverstone Village Hall. Donations where the donor prefers to retain anonymity may be accepted subject to the above provisos at the discretion of the Char who may consult the Treasurer in case of doubt. Where the Chair feels that wider consultation with the trustees would be needed before the donation could be accepted, the matter should be brought in confidence before the trustees for a decision on acceptability.

Information about non-routine and all grant income must be passed to the Treasurer with the cheque or remittance advice. This will be filed by the Treasurer for reference, and used to ensure such income is correctly recorded in the accounts and grant conditions etc are adhered to. Lack of documentation will lead to such items

being 'held on suspense'. It is the responsibility of the person gaining the grant to ensure all non-routine or grant income is claimed as it becomes due or available, and that all trustees are aware of relevant grant conditions and exactly how the grant is to be expended.

## **7. Bank accounts**

Details of Wyverstone Village Hall are available in Appendix 1

All income will be paid into the current accounts as soon as possible, and not less than once a month.

The bank accounts will be reconciled on a monthly basis and any anomalies will be investigated immediately they are detected.

## **8. Books of account and records**

Proper accounting records will be kept. The accounts systems is based on a simple receipts and payments method derived from banking records. Where possible payments and receipts will be via online banking. All check stubs will be kept for reconciliation.

Account reconciliation will be carried out every 3 months.

The annual accounts will be reviewed and all payments and receipts reconciled by a member of the committee who is not a signatory prior to the accounts being presented for approval.

## **9. Financial monitoring and audit**

WYVERSTONE VILLAGE HALL's financial years are from 1st September to 31st August.

Annual accounts will be submitted for audit, as required under the Companies Act, charity regulations and grant conditions, prepared per SORP for Charities and any other relevant accounting conventions. Final draft should be ready for, and passed by, the committee and the Board of Trustees by May of the following year.

## **10. Charities Commission Requirements**

Annual account and further details required by the Charity Commission will be submitted and/or displayed by the treasurer in line with requirements.

## **11. Role of Treasurer**

The Treasurer will ensure that adequate security precautions are taken to safeguard financial and other assets and:

- Prepare annual accounts for approval.
- Submit accounts for audit as appropriate.
- Prepare management account updates to report to Committee and Trustee meetings.
- Maintain good record keeping practices.
- Ensure all bookkeeping is up to date.
- Ensure the internal controls as described in this document are adhered to.