

**CREECH ST MICHAEL VILLAGE HALL****FINANCIAL CONTROL POLICY****1. OBJECTIVES**

- i.** To ensure all hall hirers are charged the correct fee in respect of each booking and to ensure the financial stability of the Village Hall.
- ii.** To ensure booking fees reflect the needs of the local community and are applied consistently for each individual booking type.
- iii.** To ensure all monies due are received and banked in a timely manner.
- iv.** To ensure all monies paid out represent actual work completed/services provided and represent value for money.
- v.** To ensure all receipts and payments, including BACS, are fully documented and agreed to bank/building society records and subject to independent review.

**2. PROCEDURES****i. HALL HIRE COSTS**

- i.** The cost of hiring the hall and its facilities will be reviewed by the trustees on a regular basis.
- ii.** Account will be taken of history, the needs of the users of the hall, similar charges at comparable facilities (e.g. village halls/community centres/church halls) and any changes in services and facilities provided by Creech St Michael Village Hall (herein after referred to as CSMVH)
- iii.** The Trustees will review the charges for hall usage at the appropriate time of year, usually in the October meeting of the VHMC. Unless exceptional circumstances warrant an earlier or later review.

**ii. BOOKINGS AND INCOME**

- i.** All bookings received should conform with the requirements of the detailed conditions of hire.
- ii.** At the end of each calendar month the Financial Income Statement will be prepared by the Treasurer showing the income and expenditure. This will be based on the latest bank statements showing any outstanding income and costs. All monies in respect of single bookings will be paid in advance of the date of the booking unless prior agreement has been reached. The Treasurer will produce a schedule for approval at each AGM setting out any arrangements for periodic payments. This statement will include details of any unpaid invoices. Any variations from the provisions of this paragraph must receive the prior approval of the Chair or Secretary, and the Treasurer.

**iii. FUND RAISING EVENTS FOR CSMVH**

- i.** All income and expenditure for any fund-raising event will be separately identified, supported by receipts or invoices, and presented to the Treasurer.

### **3. BOOKINGS**

- i.** All income from regular bookings will be invoiced at the end of each month and should be paid within 14 days either by BACs or cheque.
- ii.** Details of the total income will be entered and will include date/amount/brief description.
- iii.** All monies will then be banked by the Treasurer and a receipt obtained.
- iv.** Should any cheque be rejected, the treasurer will follow up to resolve the matter. Anything remaining unresolved will be raised at the next Management Committee Meeting by the Treasurer.

### **4. PAYMENTS**

- i.** Payments will normally be made by BACS unless, with the prior agreement of the Chair, Secretary and the Treasurer, it is agreed to make a cash payment from any income received. In such cases the recipient of the payment will sign a receipt for the payment made which must be presented to the Treasurer. All requests for payment must be supported by a formal invoice, formal receipt or schedule of costs. Whichever of these documents are presented, they must have a clear description of the product or service and be signed by the recipient together with evidence that the expenditure concerned has been approved by the Management Committee or by prior agreement with the Chair or Secretary and Treasurer. For urgent items, between Management Committee meetings by written approval from either the Secretary or Chairperson.
- ii.** These will be presented to the Treasurer who will then review the detail, enter it into the cash book and raise the relevant cheque or pay via BACS.
- iii.** A unique reference number will be allocated to each payment in the accounts, this will also be written on the invoice.
- iv.** If payment is made by cheque, together with its supporting documentation, will be signed by two cheque signatories. Once completed, the Treasurer will forward the cheque onto the relevant recipient. If payment is made by BACS it shall be authorised by the relevant trustee member as well as the Treasurer.
- v.** The trustees of CSMVH do not employ any individual. As such they are not responsible for declaring or collecting any tax or National Insurance. Each service provider is presumed to be accountable for declaring this themselves

### **BOOKS OF ACCOUNT/RECONCILIATIONS**

- vi.** The following records will be maintained:
  - i.** PETTY CASH BOOK - Containing entries of all cash income and expenditure
  - ii.** BANK STATEMENTS - Checked and reconciled each month to the spread sheet
  - iii.** ACCOUNTS - Produced for each Management Committee Meeting on a Receipts and Payment basis. All transactions will be kept on a spreadsheet.

- iv. TREASURER'S FILES - Contain all receipts and payment details in sequential order. These shall be summarised each financial year which is from April to the end of March the following year.

## **5. AUTHORISED SIGNATORIES**

- i.** There are four authorised signatories
  - i. Chairperson
  - ii. Secretary
  - iii. Treasurer
  - iv. The booking clerk.
  - v. The authorised committee member
- ii.** Each cheque or notification to pay or withdraw funds requires two signatories. Other than exceptional circumstances when the Treasurer is unavailable for a significant period, one of these signatories should be that of the Treasurer. In the absence of the Treasurer, the signatories will be either the Chairperson or Secretary (on behalf of the Treasurer) and one other signatory
- iii.** The cheque signatories must assure themselves that the payments are valid, value for money, accurate and reflect goods/services that have been provided to CSM VH
- iv.** Any changes to authorised signatories must be authorised at a meeting of the Management Committee and will be processed by the Treasurer

## **6. REVIEW**

- i.** The Treasurer will produce a report for each AGM recommending any changes to these financial controls and include any comment made in the Auditors report
- ii.** For each AGM the Trustees will complete an assessment of the financial viability of CSM VH which will be included in the Chairpersons Annual Report