Stainton Village Hall Trust

Financial Policy and procedures

Financial Policy

The Committee of Trustees is responsible for:

- Safeguarding the assets of the charity
- Preventing fraud
- Avoiding mistakes
- Keeping financial records in accordance with the governing document and relevant legislation (e.g. Charities Acts, Companies Acts etc).
- Preparing Annual Accounts in accordance with the governing document and relevant legislation

To enable the Trustees to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by all Trustees, members and volunteers.

A copy of this policy and procedures will be given to all Trustees and members of the committee on their election/appointment to the Committee.

Financial Procedures

Organisational Information

- Our Financial Year runs from October to September
- Policies are reviewed to agreed schedules as outlined or every three years

Current Bank Account

Our current bank account is with Lloyds TSB, Rotherham.

- All bank or savings accounts must be in the name of the organisation.
- No account may ever be opened in the name of an individual or individuals.
- New accounts may only be opened by a decision of the Trustees, which must be minuted.
- Changes to the bank mandate, for example, signatories or address, may only be made by a decision of the Committee, which must be minuted.
- Two people should be involved in counting cash receipts.
- All cheques must be signed by two signatories.
- The signatories are responsible for examining the cheque for accuracy and completeness.
- The signatories are responsible for examining the payment documentation prior to signing the cheque.

- **Blank** cheques must **never** be counter-signed by both signatories.

Internet banking
Dual authorisation is required and is as follows:

Step 1: Someone, not necessarily a signatory, prepares the payment request electronically. A copy of the internet transaction may be printed off for our records.

Step 2: A signatory of the account approves the payment - this may also be the person that prepares it.

Step 3: A second signatory releases the payment providing that they are happy with it. If they are not, they should seek documentary evidence.

Once the payment has been checked and released a copy of the internet transaction could also be printed off at this stage to complete your records of the whole transaction.

Savings Account
The Investment account for reserves and designated and non-designated funds. It is chosen to maximise the return within a securely regulated account, approved by trustees, where funds are protected.

Any withdrawal from the account must be agreed by the trustees.

Signatories to the accounts:

i) Name: ……Sue Barratt …………………………………………

Role: Chairman ………………………………………………………………..

ii) Name: …Sue Fisher ………………………………

Role: …Treasurer……………………………………………………………..

iii) Name: ……Nick Walsham……………………………………………

Role: ……Director…………………………………………………………..

iv) Name: ……Chris Evans…………………………………………

Role: …Director……………………………………………………………..

Financial Reports

- A financial report will be prepared by the treasurer for every meeting.
- The financial report will consist of:
  - Budget with actual spending to date
    (circulated before the meeting)
  - Receipts and expenditure since the last meeting
- The Financial Report will be discussed at the committee meeting.

Accounting and other financial records

The organisation records:
- Cheques and cash received and banked
- Cheque payments, and other amounts paid from the bank accounts

Every transaction will be entered into the appropriate book and will include:
- The date of the transaction
- The name of the person money was received from or paid to and the full amount.
- A brief description of why the money was received or paid

- All documents relating to receipts and payments will be filed in the month they are input into the system

Authorisation and Payment

Our Expenditure controls are designed to ensure that:
- only necessary and authorised purchases are made
- funds exist within approved budgets to meet the expenditure.

Controls also ensure that payments are made only for the goods and services actually received and at the agreed prices.

Authorisation levels
- The Chair (or Treasurer in their absence) must approve the purchase of any item over £50.
- Trustees must agree by vote any purchase over £250 and the item/category should added to the budget and monitored at each meeting

Ordering and payments
- Orders over £250 must be placed within an agreed spending plan or budget - additional spending outside agreed budgets should be authorised
- Invoices received must be checked against orders confirming the price paid and the receipt of the goods or services ordered
- where possible, alternative quotes should be obtained for purchases over £250
- No Trustees authorise payment to themselves, their partner or relatives.

- Once payment has been made the invoice (or other receipt) should be marked “Paid”, together with the cheque number and date.
- All payments must be recorded only after being authorised.

Insurance

Appropriate Insurance policies will be maintained to cover:

- Employer’s Liability
- Trustees insurance
- Public Liability
- Contents
- Building

An inventory of all physical assets of the organisation will be kept and regularly updated and a copy will be kept off the premises at the address of the Treasurer.

Review

Policy to be reviewed every three years or if a major change occurs

Date of approval, review and change:	Changed By:	Comments:
25.5.21		Policy approved by the Trustees