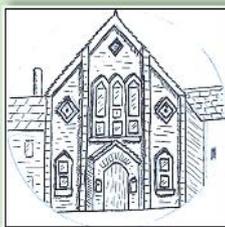

Hurworth Village Hall



(Registered Charity No: 520830)

Church Row, Hurworth on Tees, Darlington, DL2 2AQ

Finance Policy and Procedures

Introduction

The aims of the Finance Policy are to enable the Hurworth Village Hall Management Committee to operate Hurworth Village Hall on a sustainable revenue basis with a reserve fund set aside for crises and revenue voids.

Financial Management

- The trustees will manage the assets of the charity in accordance with the Hurworth Village Hall Governing Document dated 17th August 1966.
- 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.
- Financial records will be kept to ensure that Hurworth Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
- The financial year will end on the last day of July 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.
- The accounts will be independently examined by an auditor or examiner of accounts appointed by the Trustees. This will be confirmed by letter. (Appendix 1)

Policy	Finance Policy and Procedures
Date / Version	April 2014
Review Date	April 2015

- The trustees will approve an income and expenditure budget prior to the start of each financial year and monitor financial performance at every monthly meeting of the Management Committee.
- The trustees shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.
- The Trustees shall review the allocation to reserves/restrictions at least annually.
- All funds will be held in accounts in the name of Hurworth Village Hall at such banks and on such terms as the trustees shall decide.
- All cheques and transfer documents shall require the signatures of two of the designated three trustees authorised by minute of a Committee Meeting.
- 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.
- All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.
- The trustees will undertake a financial risk assessment of all trust activities and review it annually.

Financial Procedures

Financial Records

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

- A cashbook / computer based record analysing all the transactions in the Hurworth Village Hall bank account(s).
- A petty cash book / computer based record if cash payments are being made.

Payment Procedure

- The treasurer will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept under lock and key.
- Blank cheques will NEVER be signed.
- The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
- No cheques should be signed without original documentation (see below).

Policy	Finance Policy and Procedures
Date / Version	April 2014
Review Date	April 2015

Income Procedure

- All income will be paid into the bank without deduction.
- Cash is to be counted by the person collecting it and placed in a bag with a pay-in-slip showing source, date, amount and signature of collector; the cash to 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.
- No cash will be kept on the Hall premises.
- Hiring agreement forms showing conditions of hire, date, purpose of hire, and total due must be signed by the hirer on booking. If requested an invoice will be given to the hirer with copy to treasurer who will collect the outstanding balance and account for the income.

Payment Documentation

- Every payment out of the bank accounts will be evidenced by an original invoice.
- The cheque signatory should ensure that it is referenced with Cheque number; Date cheque drawn; Amount of cheque; Who signed the cheque.
- The only exceptions to cheques not being supported by an original invoice would be for such items as advanced booking fees for a future course, deposit for a venue, etc.
- Petty cash will always be maintained on the imprest system where by an Officer is entrusted with a float as agreed by the trustees. When that is more or less expended, a cheque will be drawn for sufficient funds to bring up the float to the agreed sum, the cheque being supported by a complete set of expenditure vouchers, totalling the required amount, analysed as required.
- Hurworth Village Hall will pay reimbursement of expenditure paid for personally by trustees 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 signs for the payment of expenses to themselves.

Policy	Finance Policy and Procedures
Date / Version	April 2014
Review Date	April 2015

Independent Examiner's Report On The Accounts

Report to the Trustees of Hurworth Village Hall for the year ended 31st July 20XX

The Charity Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43 of the Act),
- Follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- State whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

In the course of my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in, any material respect, the Trustees have not met the requirements to ensure that;
 - Proper accounting records are kept (in accordance with section 41 of the Act); and
 - Accounts are prepared which agree with accounting records and comply with the accounting requirements of the Act; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Date

Name

Relevant Professional Body (if any)

Address

Policy	Finance Policy and Procedures
Date / Version	April 2014
Review Date	April 2015