

SHIMPLING VILLAGE HALL

FINANCIAL POLICY AND PROCEDURES

Village Hall Management Committee Obligations

The Village Hall Management Committee is responsible for the Financial Welfare of the Village Hall Funds. The Management Committee is also responsible for the proper conduct of the Hall and its Financial Management.

The Management Committee has delegated the day to day running of the accounts and banking procedures to the Treasurer.

The Committee accepts that there is a need for transparency in all its dealings, especially Financial, and therefore produces audited accounts for the Annual General Meeting, which is open to ALL residents and publishes the necessary details on the Charity Commission website annually.

The Village Hall therefore needs to keep proper accounting records and retain them for six years.

Record must include: -

- Invoices (receipts for cash purposes) for all payments, these should be endorsed with date of payment, cheque number, amount and initials of signatories.
- Income vouchers – showing date of event, source of income, amount and name of person receiving it, copies of hiring agreements with all the details of the hirer and copies of any associated invoices, properly endorsed with date and cheque details.
- Bank or other statements for ALL accounts
- Bank paying in books used or partly used ➤ Cheque books, used or partly used ➤ Cash book.
- Analysis book or computer monthly print out
- Minute Book or copy minutes indicating financial decisions.
- Minutes of AGM, Annual Statements with independent examiners report and Annual Charity Commission return.

Management Committee Financial Policy - General Statement

The Village Hall Management Committee is expected to be prudent in its actions to ensure that the village hall is financially sound. The Committee is in fact managing a business, whose principal income is hiring the hall.

The main expenses relate to the day to running costs, service charges, insurance and licenses and the cost of maintaining the fabric of the building in such a way as to make it a welcoming venue for Community activities.

The Committee is fully aware that operating without a sound business/organisational plan and making financial decisions without up to date and accurate financial records is not prudent or advisable.

Good practice demands financial planning integrated with wider organisational planning, good management practice, proper risk assessment and a sound framework within which decisions can be taken.

Policy Statement

The Management Committee of the Shimpling Village Hall accept the following statements as their Policy on Financial matters: -

1. The Trustees (Shimpling Parish Council) and Shimpling Village Hall Management Committee will manage the assets of the Village Hall in accordance with the Trust Deed and the Policy Documents agreed by the management Committee.
2. The Parish Council will protect the assets of the Village Hall by ensuring it is insured against all risks with a reputable Insurance Company. Insurance to cover full rebuild value, loss of income, theft of property, false accounting and any other area deemed appropriate. This insurance to be reviewed annually. The insurance should cover and protect the Committee, its Officers and the Public from risk.
3. All financial records will be kept in accordance with the Law, Revenue and Customs Law and Common Law to ensure the Committee meets its legal and other obligations.
4. The Financial Year will end on the 31st of March. Accounts for each Financial Year will be drawn up and approved by the Committee prior to being presented to the Annual General meeting in May
5. The accounts will be examined independently by a professional and competent person appointed by the Committee on an Annual Basis
6. The Committee will monitor the income, expenditure and budgeting of the Village Hall on a bi-monthly basis and on an annual basis when determining Hiring charges.
7. The Chair and Treasurer are authorised as individuals to spend up to £200 without a second authority. Purchases/expenses from £200 to £500 must have a second authorisation

from either the Chair, Treasurer or Secretary. For purchases/expenses over £500, the wider committee must be consulted. Cheques require 2 signatures from among the four authorised signatories – usually either the Chair, Treasurer or Secretary. The Chair, Secretary and Treasurer hold a debit card and have full access to the bank accounts.

8. Procurement of items or services with a value more than £500 should be subject to at least 2 quotations for the committee to consider. Where quotations are not available, a waiver should be submitted to the committee to explain why and to obtain approval. Local suppliers and contractors should be used whenever possible.

9. The Committee shall approve a reserve policy, to cover one year's expenditure where possible, and determine the extent and nature of the reserve designated as restricted funds. All funds to be held in such a way that the Capital is never at risk.

10. All funds will be held in accounts in the name of Shimpling Village Hall at such banks and on such terms as the Committee shall decide. All cheques or electronic payments must be authorised by two of the four signatories. Exceptional payments - as opposed to expected operational costs, such as utilities - must be made in accordance with Committee wishes and amounts documented prior to payment.

11. The Treasurer will present a financial report to every meeting of the Committee, unless circumstances prevent this. The format and content of the report should be approved by the Committee in consultation with the Treasurer.

12. All expenditure shall be properly authorised and documented and all income paid into the bank without unnecessary delay.

13. The costs involving Training or representing the Village Hall Management Committee at any external meetings, including travelling costs (at current mileage rate) and reasonable out of pocket expenses covered by a receipt, will be reimbursed by the Committee.

14. No money will be left on the premises overnight and no hirer should leave money unattended. Any money found on the premises to be reported to a member of the Committee, who will immediately make enquiries as to ownership. A record of the finding should be made with the finder. If no owner is found the money will be deposited in the Village Hall Treasurers Account as a miscellaneous item and returned to the owner if and when they are discovered.

15. The Committee will undertake a risk assessment of all activities including Finance and review them annually.

16. The Committee will review its Financial Policy at the meeting immediately following the Annual General Meeting.

Financial Procedures

Financial Records

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

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

Payment Procedure

- All payments will be fully itemised in the accounts.
- Payments will be made by secure bank transfer whenever possible. These will be made by the authorised committee members and include the Treasurer and Bookings Secretary

Financial Officer or Treasurer

- The Financial Officer / 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 will be signed without original documentation (see below).

Income Procedure

- All income will be paid into the bank without deduction, other than for legitimate and documented running costs.
- Wherever possible all hirers and or event attendees will be requested to transfer the required fee by BACS directly into the village hall treasurers account, referencing what the fee is for and who from.
- 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 the Financial Officer who will collect the outstanding balance and account for the income.
- Bookings made will be regularly reconciled with income received by the Financial Officer / Treasurer and the Bookings Secretary.
- Cash when it is collected, 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 Financial Officer or other authorised signatory, who will confirm the amount and deposit the cash into the hall account at the bank. Alternatively, where prudent, the cash will be counted and verified by two committee members and then an authorised signatory will BACS the amount to the Hall account clearly referencing the source of the income.

Payment Documentation

- Every payment out of the bank accounts will be evidenced by an original invoice/pro-forma invoice, or expense receipt.
- The cheque signatory should ensure that it is referenced with payment amount; cheque number; date drawn; signatory(s).
- 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., where evidence of booking should be retained pending receipt of an invoice.
- Petty cash will be held by the Financial Officer and or the Bookings Secretary. Petty cash will be reconciled with receipts on a bimonthly basis by the Financial Officer.
- Shimpling Village Hall will pay reimbursement of expenditure paid for personally by committee members on behalf of the hall, 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.

Shimpling Village Hall Hire Form

The hall hire fee must be paid no later than two weeks before the event to secure the booking.

Payment to be by BACS to Shimpling Village Hall Treasurers

Account Sort code 30-91-49

Account number 00825099

Alternatively, Cheques to be made payable to Shimpling Village Hall Treasurers Account

Name of person responsible for the booking:

Contact Telephone / Mobile number:

E-mail address :

Type of event:

Date of event:

Requirements ie. hall/kitchen/grounds/AV equipment

Setting up time from / to: Time of event to start:

Time of event to end including clearing up /cleaning:

Estimated number of people attending event:

NB. **Hall is limited to 100 dancing/standing or 80 if seated in rows, or 60 if tables and chairs are used.**

Where relevant - Entertainment provided by:

Does the event include serving alcohol?

Has a temporary Licence purchased?

If yes - bar provided by:

I confirm that I have read and understood, accept and will fully comply with the Conditions of Hire.

All our Policy documents are available in the kitchen area and online at

www.shimpling.onesuffolk.net

Please sign scan / photograph and return the form to the booking's secretary 07855762812 or email shimplingvh@gmail.com or post into the hall post box (outside the hall)

Your signature confirms your agreement with these terms.

Signed..... Date.....

SHIMPLING VILLAGE HALL Hire Invoice

Hall Hire Invoice: **Date**
Name of Hirer: **Contact No.**

hour(s)@ £ per hour TOTAL £

Cheque, Cash or Payment by BACS accepted
Shimpling Village Hall Treasurer's Account
Sort code: 30-91-49
Account: 00825099

Booking information.

The hall has supplies of both surface and fabric spray.
Gloves, masks and aprons, for food preparation, are available.
Tea towels are no longer provided – please bring your own.

Please use blue tack when affixing notices etc to walls.
Do not use Sellotape, as this will damage paintwork.

AFTER USING THE HALL, PLEASE ENSURE THAT

- Windows and doors are securely shut
- Toilets are flushed
- Heating and lighting switched off
- Kettles are emptied and unplugged
- Kitchen equipment is returned to the correct cupboards /drawers
- Items are not left on the draining rack or on windowsills
- Cooker is switched off
- Do not put items on top of the cooker, if the hob has been used,
- If small children are attending an event, please ensure they are not left in the kitchen unattended, or that they do not open lower cupboards, for their own safety.
- After locking the exit door – place the key in the mailbox

THANK YOU

A copy of the Health and Safety policy can be found on the notice board in the lobby, together with fire appliance certificate.

All electrical appliances PAT tested.

A full risk assessment of hall has been completed to ensure the hall abides by current legislation.

Shimpling Village Hall
Finance: Receipt for Cash

This receipt is to cover cash payments or donations received at events held in the Shimpling Village Hall or organised by the Shimpling Village Hall committee.

It is a receipt for cash paid into the Shimpling Village Hall Treasurers account by authorised committee members.

Event:

Date event held:

Proceeds collected:

Method of payment into Treasurers Account:

Date deposited:

By whom:

Signature:

Verification signature:

Any additional information:

Shimpling Village Hall
Finance: Receipt of Donation Form

This receipt is to cover donation payments to charities or organisations for donations that were received at events held in the Shimpling Village Hall or organised by the Shimpling Village Hall committee.

Event:

Date event held:

Proceeds collected:

Method of payment into Treasurers Account:

Date deposited:

By whom:

Charity or Organisation funds to be donated to:

Method of donation:

Recipients Signature:

SVHC Member signature:

Any additional information: