



Ravenstone Village Hall

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Finance Policy

Policy Statement

Ravenstone Village Hall (Formerly Ravenstone Village Institute) Trustees are the management body for Ravenstone Village Hall, which is a registered charity (217951). Ravenstone Village Hall Trustees will endeavour to manage the finances of Ravenstone Village Hall in a prudent manner, on sound financial principles, which will comply with Charity Commission and HMRC requirements and which will enable Ravenstone Village Hall to continue to provide a facility valued by the local community.

As a community asset Ravenstone Village Hall will be run as a non-profit making operation with any surplus of income over receipts devoted to current maintenance of the facility and a contribution to financial reserves to cover future maintenance, refurbishment and unexpected revenue voids.

AIMS

The aims of the Finance Policy are to enable the Ravenstone Village Trustees to operate Ravenstone Village Hall on a sustainable revenue basis with a reserve fund set aside for crises and revenue voids. The policy document lays down the principles of financial management that are employed.

PRINCIPLES

1. The Trustees will manage the assets of the charity in accordance with the prevailing Ravenstone Village Hall governing document and will appoint a Treasurer responsible for the day to day management of the Charity's finances.
2. The Committee will put suitable insurance in place to protect the Charity's finances against all risks.
3. Financial records will be kept to ensure that Ravenstone Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
4. The financial year will end on the last day of January and accounts for each financial year will be drawn up and approved by the Committee prior to being presented to the Annual General Meeting held usually in March.



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5. The accounts will be independently examined by an auditor or examiner of accounts appointed by the Committee.
6. The Committee will approve an income and expenditure budget prior to the start of each financial year and monitor financial performance at every Committee meeting.
7. The Committee will approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds. The Committee will review the allocation to reserves/restrictions at least annually prior to the annual general meeting.
8. All funds will be held in an account in the name of Ravenstone Village Hall at such bank and on such terms as the Committee shall decide.
9. All cheques and transfer documents shall require the signatures of two of the designated signatories.
10. The Treasurer will present a financial report to every meeting of the Committee: the format and content of the report to be decided by the Committee.
11. All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.
12. No Trustee shall have a personal financial interest in the management of the Ravenstone Village Hall charity.

SPECIFIC 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 Ravenstone Village Hall bank account.
- A petty cash book / computer based record if cash payments are being made.

Payment Procedure

All payments will be fully itemised in the accounts.



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- Payments will be made by secure bank transfer whenever possible. These will be made by the Treasurer.
- 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 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.
- 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 will 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 by the Treasurer.
- Bookings made will be regularly reconciled with income received by the Treasurer and the Bookings Clerk.

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 Treasurer and the Bookings Clerk. Petty cash will be reconciled with receipts on a monthly basis by the Treasurer.



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- Ravenstone Village Hall will pay reimbursement of expenditure paid for personally by Trustee members on behalf of the charity, providing: expenditure is evidenced by original receipts; no cheque signatory signs for the payment of expenses to themselves.