***Glendaruel Village Hall***

***Finance Policy and Procedures***

***Financial Policy***

1. The Glendaruel Village Hall (GVH) Trustees are responsible for:
   1. Safeguarding the assets of GVH.
   2. Stewardship of GVH’s funds and other resources including protection of the restricted funds.
   3. Taking all reasonable steps to prevent fraud.
   4. Taking all reasonable steps to avoid mistakes.
   5. Keeping financial record in accordance with governing document and relevant legislation( eg Charities Acts, Companies Act, GDPR etc).
   6. Ensuring Annual Accounts are prepared and checked by an independent external examiner in accordance with statutory requirements and GVH governing documents.
   7. Operating an agreed reserves policy.
2. To enable the Trustees to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by all Trustees, management committee and volunteers.
3. A copy of this policy and procedures will be given to all Trustees on their election to the GVH.
4. The policy and procedures will be reviewed annually by the Trustees and revised as necessary.

***Financial Procedures***

1. **Organisational Information:**
   1. Our Financial Year runs from April 1 to March 31.
   2. Name of Bankers: Bank of Scotland
   3. Name of Independent External Examiner: Chris Leigh
2. **Bank Accounts:**
   1. All bank accounts must be in the name of the organisation.
   2. No account may ever be opened in the name of an individual or individuals.
   3. New accounts may only be opened by a decision of the Trustees, which must be minuted.
   4. Change to the bank mandate may only be made by a decision of the Trustees, which must be minuted.
   5. Two people should be involved in counting cash and should sign a paper showing the total amount.
   6. All cheques must be signed by two signatories.
   7. Blank cheques must never be signed.
   8. The signatories are responsible for examining the cheque for accuracy and completeness prior to signing the cheques or authorising an Internet Transfer.
   9. All payments set up by the Treasurer or Trustees are to be co-signed by the Treasurer and then authorised another Trustee.
3. **Signatories to the accounts:**
   1. Chair - Sadie-Dixon Spain
   2. Vice Chair - Annie Baxter
   3. Treasurer - Cathleen Russell
4. **Budget**
   1. A draft budget, setting out the GVH costings for events, repairs etc will be prepared and shared with the Trustees so it can be approved before the start event, repairs etc , or as soon as possible after the start of the financial year.
5. **Financial Reports**
   1. A income and expenditure report will be prepared and circulated to the Trustees and Management Committee prior to Committee meetings. Reports may be produced more frequently when circumstances dictate this.
   2. The financial report will consist of:
      * 1. Income and Expenditure
        2. Bank reconciliation
        3. A schedule of money owed by and money owed to GVH
        4. Restricted and general fund reports including actual vs budget
        5. Reconciliation of funds
        6. Updated Cashflow forecast
        7. The current reserve requirement
        8. Narrative to clarify GVH position.
   3. The reports will be prepared by the Treasurer( Cathleen Russell), aided by the Chair (Sadie Dixon-Spain ) and the Vice-Chair ( Annie Baxter).
6. **Accounting and other financial records**
   1. The organisation maintains a computerised accounting system which records:
      * 1. Cheques and cash received and banked and direct credit receipts
        2. Cheque payments, Internet Banking Transfers and other amounts paid from the bank accounts
        3. Amounts owed by and owed to GVH including contractual and statutory amounts
   2. Every transaction will be entered into the appropriate spreadsheet and will include:
      * 1. A code matched to the documentation code
        2. The date of the transaction
        3. The name of the person money was received from or paid to and the full amount
        4. A brief description of why the money was received or paid
        5. An analysis of each amount under its relevant heading, where applicable
        6. An analysis of each amount to fund ( general or restricted)
   3. All documents relating to receipts and payments will be filed in the month they are input into the system in transaction/documentation code order.
7. **Authorisation and Payment**
   1. The Chair or Treasurer must approve the purchase of any item over £100.
   2. The levels of analysis at 6a should be noted on the approval and payment schedules.
   3. No Trustees may authorise payment to themselves, their partners or relatives, except when also approved by another signatory. In accordance to GVH Expenses Policy, expenses older than 3 months will only be paid out in exceptional circumstances and approval from the Trustees and management Committee.
   4. For Internet Bank Transfer, all payments set up by the Treasurer (Cathleen Russell) are to be co-signed by another Trustee. If the situation arises that a Treasurer is unavailable, the process remains the same but a Trustee fulfils the treasurer’s role.
   5. Once payment has been made the invoice (or other receipt) should be marked ‘Paid’, together with the cheques number (where applicable) and date.
   6. All payments must be entered into the computerised accounting system only after being authorised.
8. **Insurance**
   1. Appropriate Insurance policies will be maintained to cover:
      1. Employers Liability
      2. Public Liability
      3. Risk insurance covering any assets
      4. Trustee indemnity insurance in accordance with GVH governing documents.
   2. An inventory of all physical assets of the organisation will be kept and regularly updated. A copy will be kept on file and accessible to Trustees and Management Committee.
9. **Agreement**

This Financial Policy, and the Financial Procedures detailed above were agreed and minuted at a meeting of the Trustees and Management Committee on: