

## **Ellingham Village Hall Finance Procedures**



- All cheques and online payments must be authorised by two authorised signatories who should check the relevant invoice. (where possible no signatories to the bank accounts should be related)
- All expenditure above £500 should be agreed by the Committee before any contract is entered into.
- Cash raised at an event should be checked, where possible, by two people and paid into the bank as soon as possible.
- The Treasurer will report regularly to the Committee on the state of the accounts
- The accounts will be checked at the end of the financial year by a suitably qualified person, who is known to the committee but is not a member of or related to anyone on the committee, who will verify the accounts.
- Copies of year end accounts details entered on the Charities Commission website.

**Date adopted by the Management Committee:**

**Date last reviewed:**