



ELLINGHAM VILLAGE HALL TRUST

FINANCIAL POLICIES AND PROCEDURES

1. INTRODUCTION

The purpose of this Financial Policies and Procedures Manual is to establish guidelines and procedures for the management of financial activities within Ellingham Village Hall Trust, ensuring transparency, accountability, and compliance with applicable laws and regulations.

2. ROLES AND RESPONSIBILITIES

2.1 Board of Trustees

- The Board of Trustees is responsible for overseeing the financial management of the Charitable Trust in accordance with the Ellingham Village Hall Trust Deed dated 3rd January 2021.
- Trustees shall ensure that financial decisions align with the organization's mission and objectives.
- Trustees shall appoint a Treasurer who will oversee day-to-day financial operations and report to the Board regularly.
- Financial records will be kept to ensure that Ellingham Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
- The financial year will end on 31st October and accounts for each financial year will be drawn up and approved by the trustees prior to being presented to the Annual General Meeting.
- The accounts will be independently examined by an auditor or examiner of accounts appointed by the AGM.
- All funds will be held in accounts in the name of Ellingham Village Hall at such banks and on such terms as the trustees shall decide. All cheques shall require the signatures of two of three trustees authorised by minute of a Committee Meeting - online payments which are within agreed budgets or which have been agreed by committee can be authorised by one of these
- The trustees will approve an income and expenditure budget prior to the start of each financial year and monitor financial performance at every meeting.

- The trustees shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.

2.2 Treasurer

- The Treasurer is responsible for maintaining accurate financial records and ensuring compliance with financial policies and procedures.
- The Treasurer shall prepare financial reports for review by the Board on a quarterly basis or as requested.
- The Treasurer shall oversee all banking activities, including documentation of income, payments, and internet banking transactions.

3. DOCUMENTATION OF INCOME

3.1 Hall Revenues

- All income will be paid into the bank without deduction
- Cash raised at an event should be checked, where possible, by two people and paid into the bank as soon as possible.
- Hiring agreement forms showing conditions of hire, date, purpose of hire, the rate per hour and total due must be confirmed online by the hirer on booking.
- An invoice will be given to the hirer.

3.2 Donation Receipts

- All donations received by the Charitable Trust must be accompanied by a donation receipt.
- Donation receipts should include the date, amount, donor name, and any applicable tax information.
- The Treasurer shall ensure that donation receipts are issued promptly and accurately.

3.3 Grant Income

- Grants received by the Charitable Trust shall be documented with grant agreements outlining the terms and conditions of the funding.
- The Treasurer shall maintain records of all grant income, including the source, amount, and purpose of the grant.

3.4 Card Reader

3.5A card reader machine is available at the Village Hall to enable payments to be made directly into the account. This can be used to pay for tickets, entrance

costs and general payments. Ellingham Village Hall encourages payments by BACS (Bankers' Automated Clearing System) for receiving and sending monies.

4. MAKING PAYMENTS

4.1 Approval Process

- All payments above the sum of £500 must be approved by the Trustees or authorized personnel as per the organization's delegation of authority policy.
- If an invoice falls within a budget previously agreed and minuted by the Trustees then only one Trustee signature is required to authorise payment.
- Approval for payments should be documented in writing or through electronic means before processing.

4.2 Payment Methods

- Payments may be made by cheque, electronic funds transfer (EFT), or other approved methods.
- The Treasurer shall ensure that payments are made in a timely manner and in accordance with the organization's budget.
- Every payment out of the bank accounts will be evidenced by an original invoice.
- The cheque signatory/payment approver should ensure that each payment is referenced with details of the payment made and who signed the cheque (or from the online payment information about source, amount and purpose).

4.3 Expenses/Allowances

- Ellingham Village Hall will agree to re-imburse 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 or pays themselves online.

5. INTERNET BANKING

5.1 Authorization

- Within the Lloyds Business Account, the Trust Fund accounts, balance and statements can be viewed; payments can be made and standing orders set up.
- Access to these internet banking facilities shall be restricted to the Treasurer, Events Secretary and the Chair.

- Additional authorization for internet banking access shall be granted by the Board of Trustees or designated personnel.

5.2 Security

- The Treasurer shall implement security measures to safeguard internet banking credentials, including strong passwords and multi-factor authentication.
- Internet banking activities shall be regularly monitored for any unauthorized transactions or suspicious activity.

5.3 Recordkeeping

- The Treasurer shall maintain records of all internet banking transactions, including payment confirmations and bank statements.
- Internet banking records shall be reconciled with the organization's financial records on a monthly basis.

6. COMPLIANCE

6.1 Legal and Regulatory Compliance

- The Charitable Trust shall comply with all applicable laws and regulations governing financial management and reporting.
- The Treasurer shall stay informed of any changes to relevant laws and regulations and update financial policies and procedures accordingly.

6.2 Internal Controls

- The Treasurer shall establish and maintain internal controls to safeguard the organization's assets and prevent fraud or misappropriation.
- Internal controls should include segregation of duties, regular reconciliations, and periodic audits of financial records.

7. REVIEW AND REVISION

7.1 Review

- These Financial Policies and Procedures shall be reviewed annually by the Board of Trustees and updated as necessary.
- Any proposed changes to the Financial Policies and Procedures must be approved by the Board before implementation.

7.2 Distribution

- A copy of the Financial Policies and Procedures shall be provided to all Trustees and relevant staff members.

- New Trustees and staff members shall receive training on the Financial Policies and Procedures upon joining the organization

Date adopted: January 14th 2025

Signed: