



Village Hall Financial Management Policy

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FINANCE POLICY STATEMENT

Hilton Village Hall Management Committee is the management body for Hilton Village Hall, which is a registered charity, 1149075 and a Company Limited by guarantee, 08097171. Hilton Village Hall Management Committee will endeavour to manage the finances of Hilton Village Hall in a prudent manner, based on sound financial principles complying with Charity Commission, HMRC and Companies House and all other legal obligations.

Hilton Village Hall is a not for profit organisation and any surplus of income over receipts will be devoted to the maintenance and improvement 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 Hilton Village Hall Management Committee to operate Hilton 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.

1. Purpose & Scope

This policy sets out financial management principles and responsibilities for Hilton Village Hall to ensure transparency, accountability, and sustainability. It applies to all employees, trustees, and committee members involved in financial transactions.

2. Principles

1. The Committee will manage the assets of the charity in accordance with the prevailing Hilton Village Hall governing document and will appoint a financial officer responsible for the day-to-day management of the organisation's finances.
2. The Committee will put suitable insurance in place to protect the organisation's finances against all risks.
3. Financial records will be kept to ensure that Hilton Village Hall meets its legal and other obligations under Charity Law, Company Law, Revenue and Customers and common Law.

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4. The financial year will end on the last day of March 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 in the following November.
5. The accounts will be independently examined by an auditor or examiner of accounts appointed by the Committee.
6. The Committee will approve and 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 accounts in the name of Hilton Village Hall at such banks and on terms as the Committee shall decide.
9. All cheques and transfer documents shall require the signatures of two of the designated signatories.
10. The Financial Officer 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 committee member shall have a personal financial interest in the management of the Hilton Village Hall.

3. Financial Governance

- The **Board of Trustees** oversees financial management and ensures compliance with legal and regulatory requirements.
- The **Treasurer** maintains financial records, prepares reports, and ensures responsible budgeting.
- **Employees** must follow approved financial procedures and report any financial concerns.

4. Budgeting & Financial Planning

- Annual budgets must be prepared and approved by the Board of Trustees.
- Forecasting must consider revenue streams, expected expenses, and future sustainability.
- Unexpected costs must be reviewed and approved before commitment.
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• **5. Income Management**

- All income sources, including grants, donations, and hall hire fees, must be recorded accurately.
- Payments must be processed promptly, with invoices issued when necessary.
- Any fundraising or sponsorship agreements must be approved by the committee.

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6. Expenditure & Procurement

- All purchases must be necessary and align with the hall's budgetary constraints.
- Expenditures exceeding £500 require approval from the Board of Trustees.
- Competitive quotes should be obtained for significant purchases to ensure value for money.

7. Cash Handling & Banking

- Cash transactions should be minimized, with electronic payments preferred.
- All cash must be securely stored and regularly reconciled.
- Banking records must be monitored for accuracy and security.

8. Financial Record Keeping & Reporting

- The Treasurer must maintain accurate records, including invoices, receipts, and financial statements.
- Financial reports must be presented at monthly committee meetings.
- Annual financial audits must be conducted to ensure compliance and transparency.

9. Fraud Prevention & Internal Controls

- Financial transactions must follow approval procedures to prevent unauthorised spending.
- Any suspected financial mismanagement must be reported and investigated promptly.
- Dual authorization for payments above a set threshold ensures accountability.

10. Reserve & Sustainability Planning

- A financial reserve should be maintained to manage unexpected costs or future investments.
- Sustainable financial strategies, including cost-saving initiatives and funding diversification, should be explored.

11. Payment of Salaries

As an employer, Hilton Village Hall shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance and Pension

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Legislation. The payment of salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be agreed by the Management Committee.

The Treasurer will have oversight of all salary payments and deductions and report back to the Management Committee if there are any changes or modifications to be made.

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11. Policy Review & Updates

This policy will be reviewed annually or as needed to reflect changes in financial regulations or operational requirements.

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