

Burton Memorial Hall

Finance Policy

The Hall will at all times conduct all its financial affairs in accordance with best practice.

Financial Records and Accounts

1) The Hall will maintain financial records so that:

- it meets its legal and other statutory obligations under common law, and to the Charity Commissioners and HMRC;
- the Trustees have full understanding and control of all the financial aspects of the organisation;
- it meets the contractual obligations and requirements of funders.

2) The financial record will include:

- a statement of all the transactions appearing on the bank accounts together with appropriate summaries;
- a record of any cash payments made.

3) The financial year will end on the 31st March each year.

4) A summary of the transactions since the start of the financial year and of the current financial position, together with appropriate commentary, will be presented to the Trustees at each of their meetings.

5) At the end of each financial year, full accounts will be drawn up, and independently examined by an appropriately qualified person, by 30th June, and presented to the next Annual General Meeting. The approved annual accounts will then be submitted to the Charity Commissioners using their approved forms.

Banking

1) The Hall will bank with Barclays Bank plc at its Carnforth Branch or other bank branch as may be determined by the Trustees, and accounts will be held in the name of Burton Memorial Hall Management Committee. As the minimum a current and a savings account will be maintained.

2) The charity will require the Bank to provide statements every month and these will be regularly reconciled with the Hall's financial record.

3) The Hall will also maintain a Building Society account which will be managed to maximise the total interest received on its cash reserves. Transfers between Bank and Building Society accounts must be approved by Trustees.

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4) The Bank and Building Society mandates (the lists of people who can authorise payments on the organisation's behalf) will be approved and recorded by the Trustees in the Minutes of the Management Committee, as will any changes to them.

5) The Hall will not use any other bank or financial institution or obtain overdraft or loan facilities without of the agreement of the Trustees.

Receipts

1) All monies received will be recorded in the financial record and banked at least by the end of the month. Supporting documentation will be maintained.

Payments

1) Payments may be made by cheque or by BACS; all payments must be authorised by two signatories. No payment should be authorised by the person to whom it is being made.

2) For payments by cheque, the payee's name will be inserted on the cheque before signature and the cheque stub fully completed.

3) The Hall does not accept liability for any financial commitment unless properly authorised. No payments will be authorised without original documentation.

Payment documentation

1) Documentation will be maintained to demonstrate that all expenditure is on the Hall's business and has been properly authorised.

2) Every payment will be evidenced by an original invoice. For cheque payments, the cheque number, the date drawn and the amount should be noted on the invoice.

3) Payment of wages should be supported by appropriate documentation and be in compliance with PAYE and National Insurance regulations where appropriate. Significant changes to hours worked should be authorised in advance by the Trustees.

Petty Cash

The Treasurer will maintain a float, as agreed by the Trustees, to reimburse expenditure paid for personally by staff, trustees or volunteers on production of original receipts. The float will normally be replenished from the proceeds of fund-raising events, or if this is insufficient, by drawing a cheque. A fully detailed record will be kept of all transactions on the petty cash account.

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Fund-Raising

All fund-raising and grant applications undertaken on behalf of the organisation will be done in the name of Burton Memorial Hall with the prior approval of the Trustees.

Reserves

The Reserves Policy, set by the Trustees, is that the Hall Management Committee should endeavour at all times to hold an emergency reserve equivalent to six months' running costs. The purpose of this reserve is to:

- provide a cushion against unexpected day-to-day operational costs;
- enable the continuation of Hall operations in the event of a short-term disruption to income;
- provide a funding 'bridge' in the event that an agreed item of expenditure needs to be made in advance of receipt of funds to cover the cost.

If the reserve is used for any of these purposes it should be replenished as soon as practicable.

In addition, the Trustees may from time to time elect to hold separate 'designated reserves' in anticipation of a specific future Hall management project.

Adopted by the Management Committee 26th October 2021.