

# BISLEY VILLAGE HALL



## Financial Management Policy

Charity Registration no. 304978

**Audit details**

**Status and Date:** Approved by Committee 02/07/18

**Next Review Date:** By 02/07/19

Version 2.0

The committee, at its first meeting following the AGM will appoint a Treasurer.

At least FOUR members of the committee will be appointed to sign cheques.

All cheques must be signed by at least TWO persons.

The Treasurer will maintain adequate records of income and expenditure and present a statement to each committee meeting.

The Treasurer will prepare the Annual Accounts and have them audited by an independent examiner in sufficient time to present the audited accounts to the committee for approval at a committee meeting prior to the AGM.

The audited accounts will be presented by the Treasurer to the AGM for approval. These accounts will be sent to the Charity Commission with the annual report of the Chairman.

No goods or services may be purchased without prior approval of the committee except for the following

- A trustee may purchase minor items to overcome problems which affect the safe or efficient running of the hall of an urgent nature. Authorisation can be by the Treasurer or Chairman plus one other Trustee up to a value of £500.

At least 3 quotations/estimates should be sought for any major goods and services

All expenditure must be reported to the next appropriate committee meeting.

No trustee should have any pecuniary interest in any goods or services purchased without prior consent of at least 75% of the committee confirming that it is in the interests of the Hall.

The committee should aim to have a reserve fund of £20,000 to be held as an emergency repair fund.

The following are authorised to sign cheques for Bisley Village Hall Management Committee of Trustees:

Treasurer - Cynthia Banton

Chairman - Steve Edwards

Vice-Chairman - Dave Grist

Secretary – Raymond Colvin