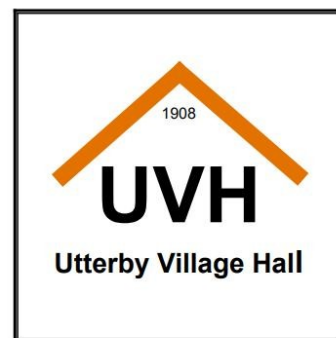


UTTERBY VILLAGE HALL

FINANCIAL GOVERNANCE POLICY

Utterby Village Hall Charity will operate financial procedures which comply with Charity Commission guidance.



1. INCOME

- 1.1. Income is generated from Hall hire charges, fundraising, donations and grants.
- 1.2. Hire rate charges are reviewed and set annually at a level that is sufficient to cover overheads, maintenance costs and contribute towards future development needs.

2. BANK ACCOUNT

- 2.1. Utterby Village Hall maintains a current account. All income is paid into this account.
- 2.2. Two signatures are required for transactions and instructions.
 - 2.2.1. Authorised signatories are the Chair, Treasurer, Secretary and one other Management Trustee.
 - 2.2.2. No two related signatories may authorise payments or sign cheques.
 - 2.2.3. The Charity may add other authorised signatories if required.
- 2.3. Direct Debits are set up for utility bills and insurance payments.
- 2.4. The bank the account is held with may be reviewed from time to time.

3. ACCOUNTING

- 3.1. The accounts will identify income and expenditure categories in sufficient detail for the Management Committee to assess the financial situation as and when required.
- 3.2. Donations and grants from other bodies are named in the accounts.
- 3.3. The Treasurer will present a financial report at each Management Committee meeting to enable the Committee to discuss current levels of income and expenditure.
- 3.4. If income is above £25,000, the Treasurer will ensure that the end of year accounts are independently audited by an accountant approved by the Management Committee.
- 3.5. The Treasurer will provide an annual report based on the accounts at the April AGM.

See also Clause 8 Charity Commission Reporting

4. BUDGET

- 4.1. After due consideration of the annual accounts, the Management Committee will agree budget implications for the coming year and adjust planned income and expenditure accordingly.

5. INSURANCE

- 5.1. The Management Committee insures the building, furniture and effects to their full value against fire and the usual risks. This includes Public Liability and Trustee Indemnity Insurance.

6. SPENDING AUTHORITY

- 6.1. The following spending authorities and limits apply:

- 6.2. The Treasurer may -

- 6.2.1. Make minor purchases (e.g. accounting materials, stationery, etc.) and procure minor services (e.g. postage, advertisements, cleaning materials etc.) for necessary administration purposes up to the value of £100.
- 6.2.2. Settle conventional utility and other standard services bills up to £250.
- 6.2.3. Agree and settle minor bills for maintenance and repair up to £500.
- 6.2.4. Agree and settle bills for administration, maintenance and repair from £500 up to £1,000 with the authorisation of the Management Committee.
- 6.2.5. Authorise items over the value of £1,000, only after agreement by the Management Committee, subject to the submission of not less than three quotations.

- 6.3. The Chair may approve general or incidental expenditures up to the value of £250.

- 6.4. The Chair and the Treasurer may jointly authorise the Secretary to make payments as required within these spending limits.

7. RESERVE FUNDS

- 7.1. Reserve funds are to be used for emergency works or unforeseen expenditures.

- 7.2. The reserve fund is set at £ 10,000.

- 7.3. Reserve Funds are to be held in an interest bearing savings account with the same signatory requirements as the main current account.

- 7.4. The Management Committee reviews and decides, at the end of the financial year, how much will be transferred into the Reserve Funds account to meet the goal of £10,000 if the current fund is below this target.

- 7.5. The Management Committee decides at the end of the financial year whether the Reserve Fund should be raised. If the fund is raised above £ 10,000 this constitution will automatically be updated.

8. CHARITY COMMISSION REPORTING

8.1. It is the duty of the Charity Commission to take a close interest in the financial affairs of the Utterby Village Hall Charity.

8.2. Utterby Village Hall follows Charity Commission requirements as set out below -

- 8.2.1. Accounting records for the Charity are kept up to date, showing and explaining all transactions to provide the Utterby Village Hall Charity's financial position at any time.
- 8.2.2. An annual return is submitted within 10 months of the end of the financial year (31 March), in line with income.
 - **For income under £10,000** only income and expenditure needs to be reported.
 - **For income between £10,000 and £25,000**, additional questions about the Charity must be answered in an annual return.
 - **For income over £25,000**, questions about the Charity must be answered in an annual return. Any serious incidents that have not been reported already must be reported before submitting the annual return. Additionally accounts will need to be checked and copies of the trustees Annual Report, accounts and independent examiner's report must be provided.

8.3. The Treasurer is the principal point of contact with the Charity Commission and possesses a login and password to complete updates on-line. The login and password are related to the Charity, and not the Treasurer, and therefore may be used by another person on the bank signatory panel if required.

Adoption of Financial Governance Policy

This policy was affirmed and adopted at a Management Committee Meeting on 16 September 2024 by the following Management Trustees -

- | | | |
|---------------------------|------------------|---------------------|
| ● Simon Lashbrooke-Small | ● Di Bateman | ● Paul Crane |
| ● Andrew Lashbrooke-Small | ● Chris Bateman | ● Tina Bryan |
| ● Ann Van Spall | ● Clare Jones | ● Melanie Whitehall |
| ● Valerie Sawford | ● Shane Richards | |