



Introduction

This policy sets out the framework for financial controls at Knowstone Parish Hall to ensure the responsible management of charitable funds and compliance with legal and regulatory obligations. The Parish Hall is committed to transparency, accountability, and the safeguarding of assets to support its charitable objectives.

Policy Statement

The purpose of this policy is to establish robust internal controls for managing the Parish Hall's finances, mitigating the risk of error or fraud, and ensuring that all funds are used appropriately in accordance with the Hall's charitable aims.

Objectives

This policy applies to all trustees, committee members, volunteers, hirers, and staff involved in the financial administration of Knowstone Parish Hall.

Roles and Responsibilities

- Trustees. Hold overall responsibility for the financial health of the charity and oversight of controls.
- Treasurer and Chairperson: Manage the day-to-day financial activities maintains records, and reports to the committee.
- The Trustees in the Committee: Review and approve financial decisions, budgets, and reports.
- Volunteers/Staff: Follow procedures for handling cash, payments, and record-keeping as outlined in this policy.
- Hirers: Pay their deposits and final payments as set out in the Hiring Agreement.

Income Management

- All income (donations, grants, hire fees, fundraising) must be recorded promptly and accurately in the financial records.
- Cash received should be counted by a trustee and banked at the earliest opportunity.
- Receipts should be issued for cash donations and fundraising income.
- Bank deposits should be reconciled with records by the Treasurer monthly.

Expenditure Controls

- All expenditure must be approved in advance by at least two committee members or as agreed in committee meetings.
- Up to a total of **£100** can be spent monthly on consumables, any single purchase of over **£40** must be pre-approved. The committee must be kept up to date on all purchases via email.
- When purchasing any item for the hall up-to the value of **£250** the best value for money must be sought ensuring the purchase price is checked against more than one seller.
- Larger more expensive purchases **over £250 two separate quotes** must be submitted to the committee for approval



- When any pre-approved expenditure suddenly increases this must be brought to the attention of the committee at the earliest opportunity. (i.e. pre-approved quote/spend of £1000 for building works when work starts builder informs trustee that there will be an increase in cost).
- Payments should be made by cheque or bank transfer where possible.
- All invoices and receipts must be given to the treasurer within a week of spend so that they can be tracked, retained and filed for audit purposes.
- No individual may authorise or sign a payment to themselves.

Bank Accounts and other financial related accounts

- The charity's account(s) must be held in the name of Knowstone Parish Hall where possible.
- At least two unrelated signatories are required on all accounts unless providers internal policy does not allow.
- Online access should be restricted to authorised Trustees only, who will be responsible for maintaining their passwords secure
- A clear and secure record of all accounts, passwords, associated email addresses and linked names allocated to accounts must be held by Chairperson and Treasurer.
- Bank and other statements must be reviewed monthly by the Treasurer.

Financial Reporting

- The Treasurer must prepare monthly financial reports for the committee, detailing income, expenditure, and balances.
- An annual statement of accounts must be prepared, reviewed, and approved by the committee and presented at the Annual General Meeting (AGM).
- The accounts should be independently examined or audited in accordance with the requirements of the Charity Commission and relevant legislation.
- The Treasurer must submit the annual report to the Charity Commission after the accounts have been audited.

Asset Management

- An inventory spreadsheet of all Parish Hall assets (equipment, furnishings, etc.) must be maintained and reviewed annually.
- Assets may not be disposed of or loaned without committee approval and proper documentation.

Fraud and Irregularity

- Any suspected fraud, theft, or financial irregularity must be reported immediately to the Chairperson of Trustees and investigated promptly.
- All incidents and actions taken must be documented and the outcome reported to the committee.

Policy Review

The Committee will monitor all financial transaction as set out in the policy. This policy will be reviewed yearly, or sooner if required by changes in legislation or local circumstances.

Approved by the committee (05/26):	Next review due (27):
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