

# Burtle Village Hall – Financial Policy

## This Financial Policy shall govern the finance transactions of the Burtle Village Hall

1. **The Trustees will manage the assets of the Charity in accordance with the Burtle Village Hall Constitution Deed updated 12.11.2015 and any amendments subsequently recorded**
2. **The Trustees will insure the Trust property with a reputable Insurance company on an ‘all-risks’ basis for its full rebuild value; the sums insured shall be reviewed when the Policy is renewed**
3. **Financial records will be kept by the Treasurer to ensure the Burtle Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and Common Law**
4. **The financial year will end on 31st December and accounts for each financial year will be drawn up by the Treasurer and approved by the Trustees prior to being presented to the Annual General Meeting usually held in April**
5. **The accounts will be independently examined by an auditor or examiner of accounts appointed by the BVH Management Committee**
6. **The Trustees will approve an outline income and expenditure budget prior to the start of each financial year and monitor financial performance throughout the year**
7. **The Treasurer shall present a financial report to every BVH Committee meeting**
8. **The Trustees shall approve a Reserves Policy and determine the extent and nature of reserves for each year**
9. **All funds will be held in accounts in the name of Burtle Village Hall in such banks and on such terms as the Trustees decide**
10. **All cheques and transfer documents shall require the signatures of two Trustees authorised by a minute in a BVH Committee meeting**
11. **All expenditure shall be properly authorised and documented; all income should be paid into the bank without delay**
12. **The Trustees will undertake a financial risk assessment of all activities and review it annually**

### Burtle Village Hall Management Committee – revised June 2021