

HUMSHAUGH VILLAGE HALL

FINANCE POLICY

- 1. The Trustees will manage the assets of the charity in accordance with the Humshaugh Village Hall Trust Deed dated 12th November 1929.**
- 2. Financial records will be kept to ensure that Humshaugh Village Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law.**
- 3. The financial year will end on 31st December and accounts for each financial year will be drawn up and approved by the trustees prior to being presented to the Annual General Meeting held in March.**
- 4. The accounts will be independently examined by an auditor or examiner of accounts and presented at the AGM.**
- 5. The Trustees will approve an income and expenditure budget prior to the start of each financial year.**
- 6. The Trustees shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.**
- 7. All funds will be held in accounts in the name of 'Humshaugh Village Hall' at such banks and on such terms as the Trustees shall decide. All cheques shall require the signatures of two of three Trustees authorised annually by minute of a Committee Meeting.**
- 8. Online bank statements will be examined monthly by a Trustee who is not the Treasurer.**
- 9. The Treasurer shall present a financial report to every meeting of the Trustees: the format and content of the report to be decided by the Trustees.**
- 10. All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.**

Signed on behalf of the Manaagement Committee:



Chair of Trustees

Date:

14th June 2022