

## **COBHAM VILLAGE HALL MANAGEMENT COMMITTEE**

### **FINACIAL POLICY**

The management of Cobham village hall have agreed on the following points to make up the financial policy some of which are part of the governing document signed 1986

1. At the AGM a Treasurer will be appointed, the name of who will be proposed and seconded by members of the committee.
2. The Treasurer will prepare the Annual Accounts and have them checked/audited by an external person in sufficient time to present the audited accounts to the management committee for approval at a meeting prior to the AGM. The checked / audited accounts will be presented by the Treasurer at the AGM for approval.
3. The hall shall be adequately insured against all possible risks at all times
4. The committee shall as and when it seems fit apply the net yearly income for the purposes of the charity.
5. Any sum of cash at anytime belonging to the charity and not needed as a balance for working purposes shall, (unless directed by the charity commissioners) be invested.
6. The committee may receive any additional donations or endowments for the general purposes of the charity and it may also accept and donations or endowments for any special objects connected with the charity not inconsistent with the provisions of the governing deed.
7. Money deposited must be at a proper bank without deduction.
8. All cheques should be signed by two persons
9. The Treasurer will maintain adequate records of income and expenditure and present a statement to each committee meeting.
10. The management will allow the hall secretary a housekeeping / petty cash float
11. All expenditure must be reported at the next appropriate committee meeting either by the treasurer, Chair or Vice Chair.

This document may be reviewed annually as necessary