



# COBHAM VILLAGE HALL

Your venue at the heart of the community

## FINANCE PROCEDURE

### Introduction

To ensure full transparency in its financial dealings and to ensure that Cobham Village Hall (CVH) meets best practice, the Trustees will be agreed on this detailed procedure being implemented for the daily management of CVH activities. This document should be read in conjunction with the latest revision of the CVH Finance Policy.

This document will be used to facilitate the orderly management and transparency of the Cobham Village Hall finances, while mitigating for deviations and potential financial losses.

### Record Keeping

- The secretary will maintain adequate records of users and hirers of the hall (in line with GDPR), hall hiring and timetabling and relevant invoicing.
- The finance manager will maintain adequate records of payments, back reconciliations, debtors and expenditure, as directed by the Trustees. Outstanding invoice payments will be followed up by the finance manager.
- The finance manager will advise the Treasurer, through regular meetings, of the detailed status of CVH accounts and present an up to date report to each Trustee meeting.

### Hirer Details

- The secretary will maintain details of all hall users in line with GDPR: Name, address, telephone number and email address, activity, name of hall booked, time and frequency. (These details will also be entered onto Hallmaster, which can be viewed via CVH website; no personal information is visible)
- Bank details will be requested if a deposit refund is due and this information will be deleted once payment has been made.
- Car park Hirers will need to provide name, address, telephone number, email address, place of work, car make, model and registration number. They will be issued an allocated space. The finance manager will maintain records of start date, hire terms and payments.

### Payroll

- The finance manager will run the monthly PAYE payroll, keeping the required records, issuing P45s and P60s, and communicating with the tax office as appropriate, making the correct deductions for Income Tax, NI, pensions and any other appropriate deductions.

### Treasurer

- The Treasurer will ensure that security precautions are taken to safeguard financial and other assets.

### Trustees - The Trustees are responsible for:

- Approving exceptional items of expenditure.
- Monitoring the financial position based on reports from the Treasurer.
- Reviewing hall hire fees/booking deposit/cancellation & refund policy
- Approving the annual accounts.
- Reviewing and approving all grant applications

Revised: April 2026

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