



Registered Charity No: 1206922

Financial Policy

1. The Trustees will manage the assets of the charity called Fairlight Pavilion.
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 at each policy renewal.
3. Financial records will be kept to ensure that the village hall meets its legal and other obligations under Charity Law, H M Revenue and Customs and common law.
4. The financial year will end on 31st October and accounts for each financial year will be drawn up and presented to the Fairlight Pavilion Trustees committee meeting held in December.
5. The accounts will be independently examined by an auditor or examiner of accounts appointed by the Trustees.
6. The Trustees will approve an income and expenditure budget for each financial year at the first committee meeting of the new financial year.
7. The Trustees will approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.
8. The Treasurer shall present a financial report to each monthly meeting of the Trustees - the format and content of the report to be decided by the Trustees – and to other meetings as required.
9. All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.
10. All cheques and transfer documents, including electronic transfers, shall require the signatures/authorisation of two Trustees authorised by minute of a Committee Meeting. No co-signatory shall authorise any payment due to themselves.

Financial Procedures

1. Financial Records

The following records shall be kept up to date by the Treasurer:

- a) A suitable form of accounts analysing income and expenditure and transactions in the relevant bank account(s).
- b) A cash account if cash payments are to be made.
- c) Relevant pay, tax and NI information (e.g. P11) for any Fairlight Pavilion employees if ever applicable.

2. Payment Procedure

- a) The Treasurer will be responsible for securely holding the cheque book (unused and partly used cheque books) and paying-in books. b) Blank cheques will NEVER be signed.
- b) The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
- c) No cheques should be signed or electronic bank transfers authorised without original documentation.

3. Payment Documentation

- a) Every payment out of the bank accounts will be evidenced by an original invoice or appropriate authorisation (e.g. Direct Debits). The cheque signatory should ensure that it is referenced with: Cheque number, Date cheque drawn, Amount of cheque.
- b) Wages. There will be a clear trail to show the authority and reason for every such payment; e.g. monthly pay record, HMRC documentation. Employees will be paid within HMRC PAYE, National Insurance regulations, if ever applicable
- c) All paid staff appointments/departures will be authorised by the Trustees, minuting the dates and salary level. Similarly, all changes in hours and variable payments such as overtime, etc, will be properly authorised (e.g. extra hours against Fairlight Pavilion booking record).
- d) If petty cash is required, the Treasurer shall be entrusted with a float as agreed by the Trustees. When that is more or less expended, sufficient funds will be drawn from the current account to bring the float up to the agreed sum, the cheque being supported by a complete set of expenditure vouchers, totalling the required amount, analysed as required.
- e) Expenses / refunds. Fairlight Pavilion will reimburse expenditure paid for personally by staff or Trustees for items/services to Fairlight Pavilion approved by the Management Committee, providing such expenditure is evidenced by original receipts. No signatory may authorise any payment of expenses to themselves.

To be reviewed biennially

Date originally adopted by the Management Committee: 4th April 2024