**Financial Records and Accounts Policy**

**Purpose**

The purpose of this policy is to provide guidance to the trustees who are involved with the managing of Severn Beach Village Hall & Playing Fields funds and to ensure there are adequate internal financial controls over the charity’s assets and their use.

**Scope**

This policy covers all financial activities associated with Severn Beach Village Hall & Playing Fields, including financial controls, monitoring activities, audits, financial information and communication, trustee responsibilities, receipt of income, banking procedures, purchases, and expenditure. The individuals falling within the scope of this policy include trustees, committee members, volunteers, and employees.

**Trustee Responsibilities**

The treasurer shall present to the trustees at each AGM the report and accounts of the charity for the preceding year.

Severn Beach Village Hall & Playing Fields accepts and implements the guidance provided by the charity commissioners in the management of its operations as following:

1. The trustees of Severn Beach Village Hall & Playing Fields are under a duty to ensure that the charity keeps proper books and records, and that annual accounts are prepared. The trustees must also prepare an annual report. The annual report and accounts should conform to any relevant requirements and recommendations.
2. An annual return must be made to the charities commission, with in their timescale.
3. Trustees must also ensure that the accounts are subject to independent Audit as required by legalisation or by the charity’s governing documents.
4. Trustees need to formally approve the charity’s annual report and accounts.
5. All trustees are provided with copies of the annual report and accounts each year. New trustees are to be given a copy of the latest accounts on appointment, together with other essential documents such as the governing documents and information about the charity’s history.

**Control over expenditure/purchases**

It is important for all trustees to bear in mind that they are responsible for all expenditure of charity funds and must account for how the charity funds have been applied. Trustees have a responsibility to ensure that adequate checks are made to both confirm that purchases have been properly authorised by a minimum of two trustees and that goods and services ordered have been received.

1. A minimum of two trustees are required to authorise any payments out from the charity funds.
2. All expenditure and purchases must be approved by a meeting of the committee.
3. In the case of an emergency (outside of a meeting) a minimum of two trustees are to authorise a payment, trustees will then provide full details to the next meeting of trustees.
4. Where expenses are being reimbursed to a trustee, they cannot be one of these authorised signatures.
5. The treasurer will be responsible for holding the cheque book and paying in book and any other banking and accounting documentation.

**Banking/Income**

The charity will bank with Nat West Bank and accounts will be held in the name of Severn Beach Village Hall & Playing Fields Trust. A current account and an investment/deposit account will be maintained.

1. All monies received will be recorded and banked each month. Severn Beach Village Hall & Playing Fields will maintain documentation to back this up.
2. There will be no petty cash held.
3. The bank mandate will be approved and minuted by the trustees at the AGM.
4. Bank signatories must be trustees, with any two to sign any transaction. The treasurer may not be a signatory.
5. Online banking will be accessed by chairperson and treasurer. Any online expenditure must be approved by at least two trustees.
6. The bank will provide statements every month, and these must be reconciled with the cash book each month.
7. Blank cheques will never be signed.
8. The relevant payees name will always be inserted on the cheque and the cheque stub before signature, and the stub must also be initialled by the two signatories.
9. No cheques or online payments shall be written/Paid without the original documentation. Every payment will be evidenced with an invoice, which will be retained and filed.
10. Any payment for personal expenses will be paid on receipt of an expenses claim sheet or original invoice and approved at a meeting of the trustees.

**Wages and Salaries**

1. There will be no employees. All work done for Severn Beach Village Hall & Playing Fields will be paid for on receipt of suitable itemised invoice.
2. Where work is done by volunteers’ reasonable expenses will be payable (see 10 above). Mileage allowance may be claimed at the rate used by HMRC.

**Controls over public donations and legacies**

The trustees are responsible for ensuring that when a public donation or legacy is offered to Severn Beach Village Hall & Playing Fields that the treasurer confirms to the trustees that the party donating is personally known to Severn Beach Village Hall & Playing Fields and that any attached conditions are acceptable if they support the interest of the charity and do not introduce any conflict of interest. If the donating party is not known by Severn Beach Village Hall & Playing Fields then it is necessary to carry a Know Your Client procedure. Donations and legacies that do not support the charitable purposes of Severn Beach Village Hall & Playing Fields will not be accepted.

**Grants/fundraising**

All fundraising and grant applications undertaken on behalf of Severn Beach Village Hall & Playing Fields will be done in the name of the charity, with the prior approval of the trustees.

Severn Beach Village Hall & Playing Fields does not accept liability for any financial commitment unless properly authorised. Any orders placed, or undertakings given, are the responsibility of the individual making them, unless authorised and minuted by Severn Beach Village Hall & Playing Fields.

Severn Beach Village Hall & Playing Fields will adhere to best practice in all matters relating to its finances.

Date of adoption of policy ……22/11/2022………..

Date of next review …………22/11/2023………….