

# Fillingham Village Hall & Community Financial Policy & Procedures

## **SCOPE**

This policy applies to Fillingham Village Hall & Community & Community.

## **POLICIES**

### **Precept income**

The Village Hall & Community will be allocated a percentage of the total precept, as defined in the Parish Financial Policy & Procedures. This shall be transferred to the Village Hall & Community account upon receipt.

The income raised by the precept shall only be spent on the Parish & Village Hall & Community; it will not be used to support St Andrews Church or grounds.

### **Fund raising**

Income raised by fund raising shall be primarily spent on maintaining and improving the Village Hall & Community & Parish.

For budgetting purposes, grant income will be assumed to be spent on improvements within the year obtained.

Where approved by the Village Hall & Community committee, income may be used to support St Andrews Church grounds maintenance.

Income raised by fund raising will not be used to support St Andrews Church.

### **Village Hall & Community hire**

Village Hall & Community hire rates shall be benchmarked against other similar, local Village Hall & Communitys at least every 3 years.

Hire rates can include a discount for residents, clubs long term bookings.

Hire rates should be increased annually by inflation, wherever possible.

St Andrews Church will be expected to pay for hiring the Village Hall & Community at a residents rate.

### **Contracts, payments & use of cash**

Payments should only be made by the RFO. Payments can also be made by the Chair.

Payments shall only be made upon receipt of an approved invoice, against budgetted expenditure (with the exception of direct debits for utility bills & standard payments for Brunch club cake/meal providers). 2026 27 Brunch club provider rate is set at £5 per cake or equivalent. No receipt is required.

Approvals required are RFO & Chair or RFO & an appropriate Village Hall & Community Co ordinator e.g. maintenace. Approvals can be via email or WhatsApp. Records of approval should be retained for 1 month. Full records of the transaction and supporting evidence will be retained within the accounting package.

Unbudgetted expenditure must have the approval of the relevant committee. This can be obtained via approval at a meeting or by email.

Village Hall & Community invoices require approval of the relevant Village Hall & Community committee member.

All contracts above £1,000 shall require a minimum of two and ideally 3 written quotations. If this requirement cannot be met e.g. specialist insurance, it shall be minuted at the appropriate meeting. It shall require authorisation of the Chair, RFO & at least one other committee member.

The use of cash shall be minimised and contactless or direct bank transfer actively promoted. A cash float, for fund raising events, of up to £100 can be maintained.

#### **Financial reserve (Parish & Village Hall & Community)**

A minimum financial reserve shall be maintained of **£10,000**. This shall only be used in emergencies and replaced as soon as possible.

#### **St Andrews Church grounds**

To avoid any liability issues, any contracted work conducted to the Church grounds (at the request of the Village Hall & Community committee), shall paid for by the Church. The Village Hall & Community committee shall then reimburse the Church upon receipt of an invoice.

#### **Accounting & internal audit**

An annual set of accounts shall be produced for the Village Hall & Community & Community. These shall be produced in line with the UK Generally Accepted Accounting Practice (UK GAAP).

The accounts shall be subject to an annual internal audit.

#### **Asset Register**

An asset register shall be maintained & reviewed annually, prior to updating the insurance policy.

## **BUDGETING**

The village annual budget, (including precept) shall be prepared by the RFO by the 1<sup>st</sup> of October each year. The budget shall be prepared in line with the Village Financial Plan. It shall be submitted to the Parish & Village Hall & Community committees for approval by 1<sup>st</sup> November. Following the meeting, the RFO shall submit an estimate precept to the Council.

The budget shall consider the proposed level of income from fund raising events, together with the planned level of maintenance and grants.

The final annual precept shall be submitted by the RFO to the Council by 1<sup>st</sup> January.

## **MONITORING & REPORTING**

Quickfile shall be used to prepare annual accounts. A separate Quickfile account shall be used for the Village Hall & Community.

Records of all transactions shall be retained in Quickfiles. Copies of all receipts & invoices shall be held against the appropriate transaction.

Intrim accounts shall be prepared from Quickfile in advance of each Village Hall & Community Meeting.

Where costs are split between the Parish & Village Hall & Community they shall be accurately allocated in the accounts as follows:

- Insurance will be allocated 17% Parish: 83% Village Hall & Community (Zurich breakdown 25/26).
- Landscaping will be allocated 50% Parish: 50% Village Hall & Community.

The appropriate split payment shall come from each account.

## **QUICKFILE**

Individual Quickfile accounts have been established for the Village Hall & Community. These are free of charge up to 500 transaction per year. Bank feeds are chargeable for each at around £18p.a.

The Village Hall & Community account is also linked to the Village Savings/Financial Reserve account & Trust Fund Account.

The following additional non-standard nominal codes shall be used:

Parish:

- 4010 Precept
- 4011 Events income
- 4013 Village Hall & Community hire income

- 1102 Other debtors

A project code shall be established for each event. Event, income & costs (including any event specific marketing) shall be tagged with the project code; to allow accurate reports to be generated.

Bank feed tagging/reconciliation shall be conducted at least monthly.

Full accounting records shall be held within the system copies of all invoices, receipts etc shall be linked to the appropriate transactions.

Club accounts are accounts held on behalf of club members. The actual accounts are savings account from the main community account (to avoid bank charges). As such there is no direct payment facility. Where a payment needs to be made on behalf of a club, the appropriate funds shall be transferred to the community account and then paid from this account. All transactions will be via the balance sheet code 1102 Other debtor; to avoid misrepresentation of the Community P&L report.

For confidentiality reasons, club accounts are not reported within Quickfile.

### **Internal Audit**

The RFO shall provide annual accounts for audit by 30<sup>th</sup> April and then submit these for internal audit.

The internal audit shall be conducted by a competent Auditor, independent of the RFO.

The scope of the internal audit shall include the Village Hall & Community, Savings accounts, Trust Funds & Clubs.

The internal audit shall be completed by the 31<sup>st</sup> of May and circulated to the Village hall & Community committee.

### **Records**

The following records shall be retained for 7 years:

- Annual accounts with all supporting transactional records & receipts. – Hard copy folder upto 2025 26 & electronic copies post 2026 27.
- Internal audit report – Electronic copy.

### **BANK ACCOUNTS**

The following Lloyds bank accounts are held. Changes to banking accounts shall be require authorisation of the Chair & should be reported at the next Parish Meeting.

Full access is limited to the RFO, Parish Chair. View only access is limited to the Village Hall & Community Booking Co ordinator & Internal Auditor.

**Fillingham Village Hall & Community community account**

The main account for the Village Hall & Community.

**Fillingham Village Hall & Community 32 day notice account**

Village Hall savings account used to hold any surplus Village Hall & Community funds or grant income.

**Fillingham Village Hall & Community Tap & Go**

Transfer account used to receive income from the Paypal POS account, used at fund raising events. Any income received shall be moved to the relevant account within 1 month; leaving only small positive balance in the accounts.

**Paypal POS account**

Used to take contactless payments at events and Village Hall & Community hire. The account is directly linked to the Village Hall & Community Tap & Go account. Payment is received automatically within 4 days.

**Clubs**

Separate savings accounts are maintained for social clubs in the village e.g. the Fillingham Beer club. The funds are held on behalf of the club and as such are not included in the village accounts.

Clubs can make use of the Paypal electronic payment system for e.g. annual fees.

They are savings accounts, any expenditure has to be transferred through the Village Hall & Community account; which can then be used to make payments.

A quarterly or upon request statement shall be provided to the Club WhatsApp group.

Club accounts shall be included within the scope of the internal audit.

Club expenditure shall require the approval of the club chair.

**Cash Float**

The RFO shall maintain a petty cash tin of up to £100. This can be allocated to fund raising event coordinators. A log of allocation and return of the cash tin shall be maintained.

**ISSUED**

June 2026