

Preamble

Our hiring policy is one of low hire charges and high utilisation, as this maximises the affordability of the Hall to the community, encourages diversity and reduces dependence on a small number of large users. Annual income is approximately £3,500 and normal operational expenditure is about 90% of income. The remaining 10% of income is routinely spent on projects to refurbish and improve the Hall's facilities for the benefit of the user community, with from time to time additional financial support from grant funding.

This policy is to provide an appropriate framework for managing the charity's finances that provides transparent, fit for purpose controls over all income and expenditure transactions and cash management, and which provides the trustees with assurance that all the financial transactions of the charity are being properly accounted for, and ensures that they are fully conversant at all times with the hall's financial position.

Financial records are to be kept to ensure that Llanigon Village Hall meets its legal and other obligations under Charity Law, H.M. Revenue and Customs and common law. The accounts are receipts and payment accounts based on the Charity Commission's Statement of Recommended Practice (SORP).

The accounts are published annually and displayed on public notice boards and the Hall's website.

Hiring of the Hall

All facilities can be booked directly by the public via the Hall's website at www.llanigon.org. Pricelists, Terms and Conditions of use and instructions for how to book the Hall are detailed on our website. The website allows the issuing of invoices and tracking of payments owed and received. This ensures an audit trail accessible to the Treasurer / Booking Clerk to ensure that all hire charges are collected.

Some bookings are still paid for in cash. These are managed by the Booking Clerk who delivers the monies to the Treasurer for recording, reconciliation and banking.

Managing and Accounting for Income

All income transactions; whether from hire of the hall or from events, are entered into the bookkeeping spreadsheet as they occur and cash is passed to the Treasurer to record and to ensure cash and cheque receipts are banked regularly. All income will be paid into the bank without deduction.

Managing and Accounting for Expenditure

All funds will be held in accounts in the name of Llanigon Village Hall at such banks and on such terms as the Llanigon Village Hall Management Committee (LVHMC) shall decide. Records will be kept up to date by the Treasurer to record and analyse all transactions made by Llanigon Village Hall.

Utilities are paid for by direct debit and the cleaner is paid by standing order. All other payments for goods and services shall be properly authorised by the Chair and the Treasurer and authorisation should be documented by email. Electronic transfer payments should be paid from a received and recorded invoice. All expenditure transactions are entered into the bookkeeping spreadsheet as they occur.

Cheque book

- The Treasurer will be responsible for holding the cheque book (unused and partly used cheque books).
- Blank cheques will never be signed in advance.
- The relevant payee's name will always be inserted on the cheque before signature and the cheque stub will always be properly completed.
- No cheques should be signed without original documentation (see below)

Hall Insurance

The LVHMC will insure the Llanigon Village Hall Property with a reputable Insurance Company on an 'All Risks' basis, including public liability for its full rebuild value; the sums insured shall be reviewed at each policy renewal.

Petty Cash

Petty cash, for functions, will be maintained on the system whereby a LVHMC member is entrusted with a float as agreed by the Treasurer.

Bank Reconciliations

Monthly reconciliations with the bank account provide the principal method of maintaining a tight, transparent control over any cash. These figures are reported and reviewed at the monthly LVHMC meeting.

Budgetary Control

Budgeted income is derived from known regular bookings for the remainder of the calendar year plus an estimate for the last 4 months. Budgeted expenditure is based on previous year's expenditure patterns, known or predicted price increases (eg. utilities) and projected project expenditure.

Reporting to the Board & Annual General Meeting

The financial year will end on 31st December each year and accounts for each financial year principally comparing current to previous years' income and expenditure will be drawn up and approved by the LVHMC prior to being presented to the Annual General Meeting.

Long Term Financial Planning

A Long-Term Financial Plan is updated from time to time but not more than every two years. This plan is built up from forecasted income and ongoing expenses and known improvement projects that the Committee has prioritised. This Long-Term Financial Plan provides the principal means of determining if and when hire charges need to be increased as it provides both a short and long-term view of the consequences of such decisions. At the same time, the plan enables the Committee to assess whether the desired level of financial reserves can be maintained over the medium to long term and which projects may require grant funding. Any financial grants received must be handled as detailed above ensuring all income and expenditure is accounted for and any required forms are completed and returned in a timely manner.

Financial Reserves

Financial reserves are set to maintain reserves at a particular level to ensure a fund is set aside for crisis and revenue voids. This level is reviewed annually at the AGM.

The Appointment of Treasurer

The Llanigon Village Hall Treasurer should have adequate experience of club / society treasury functions, but a formal accounting qualification is not a necessity. Experience of drafting successful applications for grant funding or bank loans is useful. The level of computer literacy must be such that the Treasurer can take on the operation of the chosen bookkeeping software and be competent in the development and use of spreadsheets. The Treasurer must also have the ability to interpret and present the accounting information in order to communicate the charity's financial position to fellow trustees.

Policy adopted on: Monday 6th October 2025

Policy to be reviewed in: October 2027