



CLARENCE HALL FINANCE POLICY

Last updated January 2023

POLICY STATEMENT

The Clarence Hall Management Board (Management Board) is the management body for The Clarence Hall, Crickhowell, which is a registered charity (1187701) and a company limited by guarantee (11971202).

The Management Board will endeavour to manage the finances of the Clarence Hall and Clarence House in a prudent manner, on sound financial principles, which will comply with Charity Commission, HMRC requirements and Company Law and which will enable the Clarence Hall to continue to provide a facility valued by the local community.

As a community asset, the Clarence Hall will be run as a non-profit making operation with any surplus of income over receipts devoted to current maintenance of the facility and/or a contribution to financial reserves to cover future maintenance, refurbishment and unexpected revenue voids. Clarence Hall House will be run as an income generating operation for the Clarence Hall with the business units let out on a commercial basis. Clarence Hall House will strive to maintain a separate sinking fund to that of the Hall. Thereafter, any surplus will be transferred to the Hall's general funds.

AIMS

The aims of this Finance Policy are to enable the Management Board to operate the Clarence Hall on a sustainable revenue basis with a reserve fund set aside for crises and revenue voids. This policy document lays down the principles of financial management that are employed.

PRINCIPLES

- The Management Board will manage the assets of the charity in accordance with the prevailing governing document and will appoint a Treasurer and Deputy Treasurer responsible for the day-to-day management of the Charity's finances.
- The Management Board will put suitable insurances in place to protect the Charity's finances against all reasonable risks.
- Financial records will be kept to ensure that the Clarence Hall meets its legal and other obligations under Charity Law, Revenue and Customs and common law.
- The financial year will end on the last day of March and accounts for each financial year will be drawn up and approved by the Management Board within 6 months of year end.
- The accounts will be independently examined by an auditor or examiner of accounts appointed by the Management Board.

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- The Management Board will determine the extent and nature of reserves designated as Restricted Funds. The Management Board will review the allocation to reserves/restrictions at least annually prior to the annual general meeting.
- All funds will be held in accounts in the name of the Clarence Hall at such banks and on such terms as the Management Board shall decide.
- All cheques and transfer documents in relation to all funds shall require the signatures of two of the designated signatories.
- A separate account will be maintained for the Hall's Refurbishment Fund, which will require the authority of two signatories for any and all payments.
- All fundraising for the Refurbishment Fund and any grants received for a specific purpose should be paid into the Refurbishment Fund account. These sums will be treated as restricted funds in the Hall's accounts.
- The Treasurer will present a financial report to every meeting of the Management Board: the format and content of the report to be decided by the Management Board.
- All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.
- No Trustee or Board Member shall have a personal financial interest in the management of the Clarence Hall.

SPECIFIC FINANCIAL PROCEDURES

Financial Records

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

- A cashbook/computer based record analysing all the transactions in the Clarence Hall bank account(s).
- A petty cash book/computer based record if cash payments are being made.

Payment Procedure

- All payments will be fully itemised in the accounts.
- Payments will be made by secure bank transfer whenever possible. These will be made by the Treasurer, Deputy Treasurer or Chairperson and authorised by a second signatory.
- The Treasurer will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept securely.
- Blank cheques will NEVER be signed. 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 will be signed without original documentation (see below).

Income Procedure

- All income will be paid into the bank without deduction, other than for legitimate and documented running costs.

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- Hiring agreement forms showing date, purpose of hire, and total due must be provided to the hirer. If requested, an invoice will be given to the hirer by the Treasurer who will collect the outstanding balance and account for the income.
- Bookings made will be regularly reconciled with income received by the Treasurer and Secretary, who is responsible for co-ordinating the bookings.

Payment Documentation

- Every payment out of the bank accounts will be evidenced by an original invoice/pro-forma invoice, or expense receipt.
- The only exceptions to cheques/online payments not being supported by an original invoice would be for such items as advanced booking fees for a future course, deposit for a venue, etc., where evidence of booking should be retained pending receipt of an invoice.
- The Clarence Hall will reimburse expenditure paid for personally by Trustees/ Management Board members on behalf of the Charity, providing such expenditure is evidenced by original receipts. No payment authoriser may sign for the payment of expenses to themselves.

Date of last update and approval by Management Board: January 2023

Date of next review: January 2024

Responsible officer: John Goreing