



Financial Policy and Procedures

1. Reserve policy

The Trustees have agreed a reserves policy of one year's likely outgoings.

2. Donations policy

No donation over £100 will be accepted in cash

Donations by bank transfer or cheque will generally only be accepted via established UK banks or funds. Exceptions may be made if all anti-money laundering checks have been made.

3. Purchases for the hall

All purchases will be agreed with the Chair or Treasurer in advance. Decisions on items over £100 will be discussed with all Trustees (via email where appropriate).

Online purchases will be made by the Treasurer using the Trust's debit card. Trustees, Committee members and volunteers will be reimbursed by the treasurer only against valid invoices. All cheques require two signatories.

BACS payments may be made by a single signatory following email approval by a second signatory. The Treasurer will keep a list of all such transfers

4. Checking of accounts

The Treasurer and one other signatory will check the bank balance at regular intervals and alert the Chairman to any problems.

Reviewed October 2024