

YOXALL HASLINGTON VILLAGE INSTITUTE

England & Wales · Charity number 221859

Details

Other names	YOXALL VILLAGE HALL
Status	Registered
Legal form	Other
Registered	1963-10-10
Register	View on the Charity Commission register

Contact

Address	Yoxall Village Hall Crewe Road Haslington Crewe CW1 5QZ
Phone	07512693796
Email	yoxallbookings@yahoo.co.uk
Website	www.yoxallvillagehall.co.uk

Activities

Objects: PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF HASLINGTON. WITHOUT DISTINCTION OFF POLITICAL RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES, AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: OPERATION OF VILLAGE HALL FOR USE OF ORGANISATIONS AND INDIVIDUALS IN THE AREA OF HASLINGTON, CHESHIRE EAST

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** TOWNSHIP OF HASLINGTON
- Cheshire East

Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30		£0	£0	-
2024-09-30	£12,826	£13,285	-	-
2023-09-30	£25,323	£17,739	-	-
2022-09-30	£21,225	£18,592	-	-
2021-09-30	£27,254	£12,864	-	-

Trustees

Name	Role	Appointed
Martin William Deakin	Chair	2019-11-11
ANTHONY PEAKE		1990-11-12
Joellen Margaret Criddle		2021-07-16
Judith ANn Littlewood		2022-07-11
PETE THREADGOLD		
Richard John Lewis		2015-11-09
Rohit Topiwalla		2004-11-15
Sandra Wooley		2012-11-29

YOXALL HASLINGTON VILLAGE INSTITUTE

England & Wales - Charity number 221859

Accounts

Yoxall Haslington Village Hall

Income and Expenditure Account for 1-10-22 to 30-9-23

as at 30-09-2023

Income	2022-23	2021-22	Expenditure	2022-23	2021-22
Lettings (regular)	17,282.75	14,946.40	Admin	79.43	106.60
Lettings (casual)	4,295.15	3,852.50	Broadband	443.64	377.34
Total lettings	21,577.90	18,798.90	Cleaner	2,788.50	2,457.00
Deposits (new hire)	185.40		[1] Cleaning Supplies	491.39	389.92
Deposits (keys)	0.00	100.00	Electricity	1,352.13	1,238.29
Other income [2]	128.10		[4] Equipment	269.97	736.50
Total other income	313.50	100.00	Gas	1,045.09	1,091.93
Interest & Dividends			Grounds Maint	3,855.00	1,390.00
Dividend Bostock	1,399.47	1,388.94	Honoraria	700.00	600.00
Dividend Meeres White	1,703.67	858.88	[1] Hygiene contract	319.20	319.20
Int CCLA(COIF) account	284.68	67.41	Improvements	0.00	0.00
Int Natwest reserve acc	31.74	11.21	Insurance	1,216.82	1,018.21
CCLA int to NW curr [3]	12.21		Maintenance	1,982.15	30.75
total int & div	3,431.77	2,326.44	Refunds (casual hire)	16.50	154.25
Total receipts	25,323.17	21,225.34	Refuse	732.68	1,060.81
Less Expenditure	17,738.58	18,592.21	Repairs	0.00	207.50
Surplus / -overspend	7,584.59	2,633.13	Return of deposits	68.40	
			Safety	1,331.31	5,674.95
			Security	0.00	0.00
			TV Licence	159.00	0.00
			Water	587.37	652.97
			Window & Ceiling Cleaning	300.00	1,085.99
			Total Expenditure	17,738.58	18,592.21

Operating Accounts	Opening balances	Closing balances 2023	
Undeposited Receipts	0.00	Undeposited Receipts	
Cash	0.00	Cash	0.00
Nat West Current A/c	3,398.56	Nat West Current A/c	3,563.59
Nat West Reserve A/c	3,107.04	Nat West Reserve A/c	7,138.78
Total operating funds 2022	6,505.60	Total operating funds 2023	10,702.37
Withdrawals from CCLA(COIF) to NW	0.00	Deposits to CCLA(COIF) (int and div)	3,387.82
Surplus / -overspend	7,584.59	Deposits to Meeres White from NW	0.00
	<u>14,090.19</u>		<u>14,090.19</u>

Reserves	Opening balances	Closing balances 2023	
CCLA(COIF) A/c	6,786.28	CCLA(COIF) A/c	10,174.10
Meeres White fund	57,123.02	Meeres White fund	57,873.54
Total reserves	63,909.30	Total reserves	68,047.64
Deposits to CCLA(COIF)	3,387.82	Withdrawals from CCLA(COIF)	-
Deposits to Meeres White fund	0.00	Xfer CCLA(COIF) to Meeres White	
Meeres White fund gains	750.52		
	<u>68,047.64</u>		<u>68,047.64</u>
Total disposable assets 2022	70,414.90	Total disposable assets 2023	78,750.01

Bostock fund (endowment)	46,923.39	Bostock fund (Endowment)	47,539.90
Bostock fund gains /-losses	616.51		

[1] note that 2021-22 accounts originally showed cleaning supplies of £182.07 and hygiene supplies of £527.05
this is now shown as cleaning supplies of £389.92 and hygiene contract of £319.20

[2] refund from Cheaperwaste after end of contract summer 2022

[3] CCLA interest paid in error to Nat West current account

[4] inc £267.97 for hirers mats disposed of in error

I have examined the financial statements prepared by Yoxall Village Hall and in my opinion they represent a true reflection of their books and records:

Name: *R.G. HOVEY*

Signature: *Richard G. Hovey*

Date: *12/11/2023*

Yoxall Haslington Village Hall

Income and Expenditure Account for 1-10-22 to 30-9-23

as at 30-09-2023

Petty cash account

10/1/2022	balance b/fwd	0.00		
	transfers from current acc	2,820.00	payments out	2,803.50
			transfers to current acc	16.50
9/30/2023			balance c/fwd	0.00
		<u>2,820.00</u>		<u>2,820.00</u>

NatWest current account

10/1/2022	balance b/fwd	3,398.56		
	paid in	21,868.81	paid out	14,900.28
	transfers from petty cash	16.50	transfers to petty cash	2,820.00
	transfers from NW reserve acc	0.00	transfers to NW reserve acc	4,000.00
	transfers from CCLA COIF	0.00	transfers to CCLA COIF	0.00
	transfers from CCLA MW	0.00	transfers to CCLA MW	0.00
9/30/2023			balance c/fwd	3,563.59
		<u>25,283.87</u>		<u>25,283.87</u>

NatWest reserve account

10/1/2022	balance b/fwd	3,107.04		
	interest	31.74		
	transfers from NW current acc	4,000.00	transfers to current acc	0.00
9/30/2023			balance c/fwd	7,138.78
		<u>7,138.78</u>		<u>7,138.78</u>

CCLA COIF account

10/1/2022	balance b/fwd	6,786.28		
	transfers from NW current acc	0.00	transfers to NW current acc	0.00
	interest	284.68	transfers to CCLA MW	
	Meeres White fund dividends	1,703.67		
	BSBostock fund dividends	1,399.47		
9/30/2023			balance c/fwd	10,174.10
		<u>10,174.10</u>		<u>10,174.10</u>

CCLA Meeres White account

10/1/2022	balance b/fwd	57,123.02		
	dividends	1,703.67	transfers to CCLA COIF acc	1,703.67
	transfers from NW current acc	0.00	transfers to NW current acc	0.00
	transfers from CCLA COIF acc			
	fund gains	750.52	fund losses	
9/30/2023			balance c/fwd	57,873.54
		<u>59,577.21</u>		<u>59,577.21</u>

CCLA Benjamin Silvester Bostock account

10/1/2022	balance b/fwd	46,923.39		
	dividends	1,399.47	transfers to CCLA COIF acc	1,399.47
	fund gains	616.51	fund losses	
9/30/2023			balance c/fwd	47,539.90
		<u>48,939.37</u>		<u>48,939.37</u>

Richard A. Hoxey 12/11/2023

YOXALL HASLINGTON VILLAGE INSTITUTE

England & Wales - Charity number 221859

Accounts

Trustees annual report for Yoxall Village Institute from 1st October 2020 to 30th September 2021

Charity Number 221859

The Yoxall Haslington Village Institute is also known as Yoxall Village Hall, Yoxall Haslington Village Hall and Yoxall Institute trust.

Charity address:

Yoxall Village Hall
Crewe Road
Haslington
Crewe
CW1 5QZ

Trustees

Martin Deakin (Chair)

Frank Edmonds (Treasurer)

Peter Threadgold (Vice Chair)

Lisa Goddard (Secretary)

Joellen Criddle

John Lewis

Paul Selway

Lee Allen

Anthony Peake

Sandra Woolley

Steven Underwood

Aiden Humble

Jack Breslin

Rohit Topiwalla

Jemma Sharrock

Stephanie Fearn

Will Haynes

Anthony Peet

Independent examiner

Richard G. Hovey

5 Mulcaster court, Haslington, Crewe, CW1 5WF

Structure of the Charity

The Yoxall Village Hall is a village hall built in 1913 from a bequest by Fredrick Edward Yoxall for the benefit of Haslington and the surrounding district. The hall is maintained in good condition by the management committee so that it can be hired for many activities at affordable rates for the benefit of the local community.

The Yoxall Village Hall is a **registered charity** and runs in accordance with a **constitution** registered with the Charity Commissioners. The constitution requires a voluntary **Management Committee** to run the Yoxall, consisting of:

- **Representative Members** of Local Groups (not necessarily Yoxall users)
- Up to 9 **Public Members** (any adult can stand as a public member)

An **AGM** (Annual General Meeting) must be held every year, where the Public Members and then the **Secretary** and **Treasurer** are elected. The **Chairman** is elected at the first committee meeting after the AGM.

Committee members are **trustees** of the charity and their details are registered with the Charity Commissioners. Trustees have certain responsibilities and liabilities. Most importantly, the trustees must make sure that the charity accounts are run correctly and that the charity remains solvent, by checking reports presented by the Treasurer.

Trustees are recruited from the local area, from groups who use the hall regularly and from other local organisations.

Chairman - elected at the first Committee Meeting after the AGM, works closely with the Secretary and Treasurer.

The Chairman is the figurehead for the Yoxall, running meetings in accordance with the Constitution, checking that the Management Committee and sub-committees are working within guidelines and keeping overall track of what is happening within the charity.

Secretary - elected at the AGM, works closely with the Chairman to organise quarterly Committee Meetings and the AGMs.

Other responsibilities include circulating Agendas, distributing Minutes, dealing with correspondence,

Treasurer - elected at the AGM and supported by the Booking Clerk(s) and Finance Committee.

Duties include: book-keeping, receiving payments from bookings, paying cash into the bank, preparing balance sheets for quarterly Committee Meetings & AGM, organising annual independent examination of accounts, planning finances with the Finance Committee .

Cash payments from Yoxall accounts are authorised by two signatures and the accounts are independently examined every year to ensure that everything is properly run.

Booking Clerk(s)

Casual (one-off) and Regular bookings are quite different and may be done separately by several trustees working closely with the Treasurer with respect to fee levels, invoices, payments and receipts. Tasks include:

- **New Regular Bookings** - agreeing terms (website Calendar slot & fees), organising paperwork, arranging a show-around if required, exchanging keys for deposit, updating the website Calendar, recording details centrally.
- **Existing Regular Bookings** - populating the website Calendar each year, adjusting bookings for clashes and cancellations, calculating quarterly invoices, chasing payments, and writing out receipts.
- **New Casual Bookings** - agreeing terms (Calendar slot & fees), organising paperwork, arranging a show-around if required, organising and supplying a key code, exchanging advance payment (& deposit) for receipt, updating Calendar, recording details centrally, returning deposit.

Yoxall Hosts

Prospective bookers can see the [facilities](#) online, but may need to be given a show-around. This is organised by a Booking Clerk, but may be carried out by any member of the Management Committee or a member of one of the regular user groups before or after their session by prior arrangement.

The **Building Committee** is a sub-committee of 3-6 trustees that meets 4-8 times a year depending on demand.

It looks after the fabric of the building and its contents, ensuring that the Yoxall hall and the surrounding land is well-maintained. Paying maintenance invoices, wages and utility bills are also dealt with by the Building Committee. It replenishes consumable items and researches into new equipment or work that is needed, before reporting back to the Management Committee.

In this way, all Yoxall Committee Members have a say in what facilities the building and grounds have.

The **Finance committee** is a sub-committee of trustees, including the Treasurer, that meets at least once a year (early in the calendar year).

It is responsible for financial planning, monitoring investments, looking at future income and expenditure, setting charges (regular & casual fees, deposits etc).

Recommendations by the Finance Committee must be approved by the Management Committee.

In this way, all Yoxall Committee Members have a say in major financial decisions.

Other Jobs for Committee Members

Help with note-taking at meetings, maintaining Yoxall documents (policies, risk assessments, notices etc), updating the website, monitoring our Facebook page and

messages, hosting show-arounds (see above), general maintenance, spring-cleaning and organisation.

The constitution has a procedure for calling an **EGM** (Emergency General Meeting) in the event that it was thought something untoward was happening. This is standard for most constitutions and gives a safeguard if something is going wrong.

Meetings: Management committee meetings are usually held 4 times a year (4th Monday in February, June and September & 2nd Monday in November) with the AGM in November. Building committee meetings are every 1-2 months. Finance Committee meetings are once or twice per year.

Objectives for the year

The main objective of the committee is to maintain the village hall as a safe, well functioning environment meeting all regulatory requirements for use by hirers in the locality.

Covid19 has generated significant challenges for this financial year. The committee has been required to ensure compliance with all government restrictions. Only activities with children and infants have been permitted for most of the year, with no activity at all permitted for other parts of the year. Lack of hall use has dramatically reduced income from hiring the hall. However, government grants have made up for the shortfall. It has therefore been possible to continuing maintaining the hall without needing to call on financial reserves.

Achievements and performance

The building and grounds have been maintained to a high standard.

- The front section of roof was replaced to remove a serious leak.
- A new wall mounted boiler replaced to provide hot drinks for users
- Wasps nest removed to safeguard users and children
- All required safety checks and risk assessments completed
- The hall continues to remain financially solvent

Hirers have continued to benefit from a well maintained safe hall whenever government restrictions have permitted.

Financial review

Financial year

The financial year runs from 1st October to 30th September each year.

Receipts:

Receipts for regular bookings this financial year total £3,268 and £2,305 for casual bookings. Receipts have been far less than normally realised due to having to cease hiring during periods of covid-19 restrictions.

Loss of income was compensated by grants totaling £19370.43 from Cheshire East.

Further relaxation of Covid restrictions has allowed some groups to return and 3 new groups have started.

Payments:

Total payments were £10,843 in the current fiscal year. These are less than normally incurred due to minimizing outgoings wherever possible.

Surplus/deficit

There is a surplus for the year of just over £12,860, which is mainly due to the local authority grants and reduced expenditure over the Covid lock-down period.

Savings & Investments

There has been a good increase in investments this fiscal year. Interest rates on savings remain low.

Benjamin Silvester Bostock investment fund (CCLA)

The fund is subject to a separate trust agreement which allows only dividends to be used and the capital remain intact. The fund is invested in the COIF charities investment fund.

Since the start of the financial year, the fund has gained over £5,700 in value to reach nearly£50,000 and delivered £1,345 in dividends.

Meeres-White investment fund (CCLA)

The fund is invested in the COIF charities investment fund.

This financial year the fund has returned £831 in dividends and the value has increased by £3,523 to £30,830. There are no more dividends due until next financial year.

COIF deposit account

The account balance has increased from £11,293 to £13,470 this financial year since it receives the dividends from the investment funds.

NatWest Reserve Account

The reserve account attracts small amounts of interest and now contains £24,105 due to deposits of Cheshire East Covid-19 grants being transferred there.

£20,000 will be transferred to the Meeres-White investment fund, pending new signatories to the CCLA accounts.

Overall:

Operational funds hold £27,000.

Total disposable assets have increased from £53,614, to £71,527 since the start of the financial year.

Summary:

Since the start of the financial year Funds have increased substantially due to Cheshire East Covid-19 grants and reducing expenditure to a minimum. Hirers have returned and increased in number thus starting to increase normal revenue. Investments have continued to climb and return good dividends. Returns on savings remain very low.

Balance sheet for the financial year 2020-2021

Yoxall Haslington Village Hall

date 31/10/2021

Income and Expenditure Account for the fiscal year 2021

Income	2021	2020	Expenditure	2021	2020
Lettings (Regular)	£3,268.00	£9,485.10	Insurance	£983.97	£972.69
Lettings (Casual)	£2,305.00	£1,839.75	Maintenance	£1,886.49	£895.00
Total lettings	£5,573.00	£11,324.85	Repairs	£2,170.00	£240.00
deposits (for keys)	£80.00	£20.00	Improvements	£0.00	£0.00
Donation(Lady Maons)	£50.00	£30.00	Gas	£858.28	£1,334.42
Donation (Rotary Crewe)		£20.00	Electricity	£617.92	£1,048.88
	£130.00	£70.00	Refuse	£1,074.66	£946.29
Grants (Gov Covid-19)	£19,370.43	£10,000.00	Water	£380.45	£350.02
Interest & Dividends			window & ceiling cleaning	£424.00	£250.00
Dividend Bostock	£1,345.00	£1,318.55	Equipment	£793.20	£0.00
Dividend Meeres White	£831.72	£815.36	Hygiene supplies	£341.15	£834.61
Int CCLA(COIF) account	£1.50	£39.07	Administration	£468.23	£1,629.55
Int Natwest Reserve a/c	£1.92	£3.63	Cleaning Supplies	£94.42	£57.85
total int & div	£2,180.14	£2,176.61	Safety	£815.19	£501.27
Total receipts	£27,253.57	£23,571.46	Repayments	£210.00	£165.00
Less Expenditure	£12,863.58	£10,843.66	Security	£0.00	£0.00
Surplus	£14,389.99	£12,727.80	Cleaner	£1,306.00	£1,230.00
			WiFi	£439.62	£388.08
			Total Expenditure	£12,863.58	£10,843.66

Operating Accounts	Opening balances 2020	Closing balances 2021
Undeposited Receipts	£0.00	Undeposited Receipts £0.00
Cash	£0.00	Cash £0.00
Nat West Current A/c	£1,772.02	Nat West Current A/c £3,081.87
Nat West Reserve A/c	£13,203.91	Nat West Reserve A/c £24,105.83
Total operating funds 2020	£14,975.93	Total operating funds 2021 £27,187.70
Withdrawals from CCLA(COIF) A/c to current A/c	£0.00	Deposits to CCLA(COIF) A/c £2,178.22
Surplus/-deficit	£14,389.99	Deposits to Meeres White fund £0.00
	£29,365.92	£29,365.92

Reserves	Opening balances 2020	Closing balances 2021
CCLA(COIF) A/c	£11,292.83	CCLA(COIF) A/c £13,471.05
Meeres White fund	£27,345.01	Meeres White fund £30,868.35
Total reserves	£38,637.84	Total reserves £44,339.40
Deposits to CCLA(COIF) Deposit A/c	£2,178.22	Withdrawals from CCLA(COIF) Deposit A/c £0.00
Deposits to Meeres White fund	£0.00	Transferred from Current A/c £0.00
Meeres White fund gains	£3,523.34	
	£44,339.40	£44,339.40
Total disposable assets 2020	£53,613.77	Total disposable assets 2021 £71,527.10

Bostock fund (Endowment)	£44,221.29	Bostock fund (Endowment)	£49,919.10
Bostock fund gains	£5,697.81		

I have examined the financial statements prepared by Yoxall Village Hall and in my opinion they represent a true reflection of their books and records.

Richard G. Hovey 14/11/2021
R. G. HOVEY

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Yoxall Village Hall Savings & Investment account summaries to 30/09/2020

CCLA (COIF) account

01/10/2020	Balance b/fwd		£11,292.83	
	Deposits			
	Interest		£1.50	
	Bostock fund dividend		£1,345.00	
	Meeres White dividend		£831.72	
30/09/2021				balance c/fwd £13,471.05
			<u>£13,471.05</u>	<u>£13,471.05</u>

Benjamin Silvester Bostock Fund (CCLA Investment Management Fund)

01/10/2020	B/fwd		£44,221.29	
01/11/2020	Dividends	£333.68	transferred to COIF deposit a/c	£333.68
28/02/2021	Dividends	£333.68	transferred to COIF deposit a/c	£333.68
29/05/2021	Dividends	£338.82	transferred to COIF deposit a/c	£338.82
28/08/2021	Dividends	£338.82	transferred to COIF deposit a/c	£338.82
30/09/2021	fund gains	£5,697.81		balance c/fwd £49,919.10
			<u>£51,264.10</u>	<u>£51,264.10</u>

Meeres White Fund (CCLA Investment Management Fund)

01/10/2020	B/fwd		£27,345.01	
01/11/2020	Dividends	£206.34	transferred to COIF deposit a/c	£206.34
28/02/2021	Dividends	£206.34	transferred to COIF deposit a/c	£206.34
29/05/2021	Dividends	£209.52	transferred to COIF deposit a/c	£209.52
28/08/2021	Dividends	£209.52	transferred to COIF deposit a/c	£209.52
30/09/2021	fund gains	£3,523.34		balance c/fwd £30,868.35
			<u>£31,700.07</u>	<u>£31,700.07</u>

Richard Hogg
2/3

Yoxall Village Hall Account summaries year to 30/09/2020

year start 01/10/2020 year end 30/09/2021

Cash Account

01/10/2020 Balance b/fwd	£0.00		
transfers from current a/c	£1,680.00		
		Payments	£1,671.00
		transfers to current a/c	£9.00
30/09/2021		balance c/fwd	£0.00
	<u>£1,680.00</u>		<u>£1,680.00</u>

NatWest Current account

01/10/2020 Balance b/fwd	£1,772.02		
Cash Lodgements	£212.00	Payments by cheque	£0.00
CHQ Lodgements	£465.00	bank charges	£25.00
EFT by hirers	£5,026.00	Payments by EFT	£11,167.58
Transfers from reserve account	£6,600.00	Transfers to reserve account	£17,500.00
transfers from cash	£9.00	transfer to cash	£1,680.00
CEC Covid-19 grants	£19,370.43		
		balance c/fwd	3081.87
30/09/2021			
	<u>£33,454.45</u>		<u>£33,454.45</u>

NatWest Reseve account

01/10/2020 Balance b/fwd	£13,203.91		
Interest	£1.92		
Transfers from current account	£17,500.00	Transfers to current account	£6,600.00
		balance c/fwd	£24,105.83
30/09/2021			
	<u>£30,705.83</u>		<u>£30,705.83</u>

Richard G. How
30/3

Financial Policy

Guiding principles

The aims of the Finance Policy are to enable the Yoxall Village Hall Committee to operate Yoxall Village Hall on a sustainable revenue basis with a reserve fund set aside for crises and revenue voids.

Financial Management

- The Yoxall Village Hall Committee manages the assets of the charity in accordance with the Yoxall Village Hall Governing Document contained within The Constitution sealed 10th September 1970.
- The Committee will insure the Trust Property with a reputable Insurance Company on an 'All Risks' basis for its full rebuild value; the sums insured shall be reviewed at each policy renewal.
- Financial records will be kept to ensure that Yoxall Village 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 September and accounts for each financial year will be drawn up and approved by an independent examination and the Committee prior to being presented to the Annual General Meeting.
- The Committee will approve an income and expenditure budget prior to the start of each financial year and monitor financial performance at every quarterly meeting of the Management Committee.
- The Committee shall approve a Reserves Policy and determine the extent and nature of reserves designated as Restricted Funds.
- The Committee shall review the allocation to reserves/restrictions at least annually.
- All funds will be held in accounts in the name of Yoxall Haslington Village Hall at such banks and on such terms as the Committee shall decide.
- All cheques and transfer documents shall require the signatures of two of the designated four Committee members authorised by minute of a committee meeting.
- The treasurer shall present a financial report to every meeting of the Committee: the format and content of the report to be decided by the Committee.
- All expenditure shall be properly authorised and documented; all income shall be paid into the bank without delay.
- The Committee will undertake a financial risk assessment of all trust activities and review it annually.

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 Yoxall Haslington Village Hall bank account(s).
- A petty cash book and computer based record of cash payments being made.

Payment Procedure

- The treasurer will be responsible for securely holding the cheque book (unused and partly used cheque books)
- 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 should be signed without supporting documentation.

- The treasurer is able to set up direct debits for regular suppliers
- The treasurer can pay approved invoices electronically when approved by another signatory.

Income Procedure

- All income will be paid into the bank without deduction.
- Cash should be handed to the treasurer who should count and confirm the amount and issue a receipt.
- No cash will be kept on the Hall premises.
- Hiring agreement forms showing conditions of hire, date, purpose of hire, and total due must be signed by the hirer on booking.
- If requested an invoice will be given to the hirer with copy to treasurer who will collect the outstanding balance and account for the income.

Payment Documentation

- All payments and transfers from the accounts are documented to enable examination
- An original invoice shall provide evidence of every payment out of the bank current account and are retained for presentation to the independent examiner at year end
- The cheque signatory should ensure that it is referenced with Cheque number; Date cheque drawn; Amount of cheque; Who signed the cheque
- Exceptions to cheques 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.
- Petty cash will be withdrawn from the Yoxall Village Hall current account by the treasurer as required. The treasurer will keep a small float to accurately make cash payments. The float is paid back to current account at the end of the fiscal year.
- Yoxall Haslington Village Hall will reimburse expenditure paid for personally by Committee members on behalf of the charity, providing it is adequately supported by evidenced.
- No cheque signatory signs for the payment of expenses to themselves.

MARRIS DICKINSON
M. J. Dickin