

BARLASTON VILLAGE HALL



CHARITY NO:522602

**FINANCIAL CONTROLS
BVH01-04**

FINANCIAL CONTROLS POLICY

Revision History

This document was originally written by:

Name	Position	Date
Vivien O'Dunne	Clerk	November 2025

This document was reviewed by:

The Sole Trustee	9 December 2025
------------------	-----------------

This document version was approved by:

The Sole Trustee at their meeting on	9 December 2025
--------------------------------------	-----------------

Document Review schedule:

Next Mandatory Review at	AGM 2026
--------------------------	----------

Version	Issue Date	Document ID	Reason for Change	Section changed
1	9 December	BVH01-04	New Policy	n/a

Barlaston Village Hall – Financial Controls

Purpose

This policy sets out how Barlaston Village Hall manages its finances to ensure that all funds are used responsibly, transparently, and in line with Charity Commission guidance. It applies to the Sole Trustee (Barlaston Parish Council), the Village Hall Management Committee (VHMC), and any officers handling Village Hall finances.

Roles and Responsibilities

The Sole Trustee is responsible for approving the annual budget, overseeing the Village Hall's financial position, authorising major expenditures, and ensuring the charity remains accountable. The VHMC manages day-to-day operations and routine expenditure within the approved budget, maintains accurate records, and provides monthly financial reports to the Sole Trustee. The Clerk or Responsible Financial Officer (RFO) acts as a signatory, and advises on financial matters.

Income and Banking

All Village Hall income, including hall hire and fundraising, must be recorded promptly and banked in the dedicated Village Hall account. No petty cash is permitted. Supporting documentation, such as invoices or receipts, must be retained for all transactions.

Expenditure

Routine expenditure up to £500 may be authorised by the VHMC provided it is within the approved budget. All payments require two authorised signatories, including at least one Parish Councillor or the Clerk/RFO. Any expenditure above £500 must receive prior approval from the Sole Trustee.

Budgeting and Reporting

The VHMC prepares draft budgets and monthly financial reports, including bank reconciliations, income, and expenditure summaries, for Sole Trustee review. Annual accounts are prepared in accordance with Charity Commission guidance.

Fundraising and Grants

All fundraising and grant income must support the Village Hall's charitable purposes, be recorded in the Village Hall account, and any conditions or restrictions attached to funding must be referred to the Sole Trustee for approval.

Safeguards and Oversight

The Treasurer prepares the bank reconciliations and financial summaries. These are reviewed and approved by the Sole Trustee on a monthly basis. All members must declare any conflicts of interest and must not participate in financial decisions where a conflict exists. All financial records are retained in line with legal and Charity Commission requirements.

Review

This policy will be reviewed at least annually, or sooner if operational changes or legislation require it. Accounts are subject to independent scrutiny or audit as appropriate.

Signed on behalf of Sole Trustee: 09 December 2025
Chair, Barlaston Parish Council

Review Date: [at AGM]