

FILLONGLEY VILLAGE HALL TRUST

Coventry Road, Fillongley, Coventry.CV7 8EQ

REGISTERED CHARITY NO: 228210

Clerk to the Trustees: Mrs Heather Badham,

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Finance and Procurement Policy and Procedures

The aims of the Policy are to ensure robust governance with regard to Fillongley Village Hall (FVH) assets. The Policy is subdivided into 2 parts:-

- Finance
- Procurement

The Administration

For the purpose of this policy it is to be understood that the Trustees empower the Fillongley Village Hall Management Committee (the VHMC) with the day to day Finance and Procurement Procedures.

Finance

The aims are to operate FVH on a sustainable revenue basis and apply all revenues to the upkeep and maintenance of FVH.

1. The VHMC will manage the assets of the charity in accordance with the FVH Trust Deed.
2. The Trustees will insure FVH 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.
3. Financial records shall be kept to ensure that FVH meets its legal and other obligations under Charity Law, HM. Revenue and Customs and common law.
4. The financial year will end on 31st December and accounts for each financial year will be drawn up for all FVH activities and events then, combined with the Trustees accounts , be independently examined by an auditor approved by the Trustees prior to being presented to the Charities Commission.
5. All funds shall be held in accounts in the name of FVH at such banks and on such terms as the Trustees and/or the VHMC shall decide. All cheques and transfer documents shall require the signatures of 2 of the VHMC. A financial status will be produced by the Treasurer for each Management Committee meeting and a financial summary at year end.
6. All expenditure shall be properly authorised and documented. All income shall be paid into the bank promptly.
7. The VHMC shall undertake a financial risk assessment of FVH activities and review it annually.

Financial Procedures

Financial records:- A spreadsheet (4 columns:- date/item/income/expenditure shall be kept up to date by the Treasurer and used to record and analyse all FVH activities.

Payment Procedure: - The Treasurer shall be responsible for holding all cheque books (used, unused and partly used) which should be kept under lock and key. Blank cheques will never be signed. The relevant payee's name will always be inserted on the cheque prior to signature and the cheque stub will always be completed. No cheques should be signed without original documentation (see below).

Income Procedure: - All income shall be paid into the bank without deduction. Cash is to be counted by the person collecting it and handed to the Treasurer who should confirm the amount. Hiring agreement forms showing conditions of hire (date, purpose of hire, rate per hour and total due) must be signed by the hirer on booking.

Payment Documentation: - Every payment out of the bank accounts will be supported by an original invoice/till receipt/cash voucher. Petty cash payments which do not exceed £50 will be supported by receipts. Anything exceeding this limit must be authorised with 2 VHMC signatures.

Procurement

The Management Committee acknowledges the 4 principles of procurement established by the European Community treaty and which are fully incorporated in UK Procurement Regulation:-

1. **Transparency:**- Keeping all documents and recording decisions in such a way as to ensure that the process can be seen to be fair and transparent.
2. **Equal treatment:** - All potential suppliers have the same opportunity to quote for and supply goods and services regardless of where they are based.
3. **Proportionality:** - Contracts or specifications do not require information that is not pertinent to the delivery of the goods and services being purchased.
4. **Non-discrimination:**- Awards of contracts are not based solely on geography, previous contractual arrangements etc.

Where procurement is for contract of services of greater than £1000 per annum the VHMC will obtain more than one quote from suppliers based on a specification. The VHMC will be clear what is taken into consideration when selecting the supplier that is most appropriate for FVH and which maximises value for money.

When it is not reasonably practicable to obtain more than one quote, then a supplier *may* be selected on a "single source" or "sole source" basis after due consideration and approval of a full Management Committee.

Procurement of contract and minor services, purchase of single items and payment of standard bills of less than £1000 are subject to the financial controls in the procedure.

Financial Authority:-

The Treasurer may:-

- Make minor purchases (e.g. accounting materials, stationary etc.) for necessary administration purposes up to the value of £100.
- Agree and settle minor bills for maintenance and repair up to £500 provided such funds are available.
- Agree and settle bills for maintenance and repair up to £1000 with the authorisation of a quorum of the Committee provided such funds are available.

The Chairman may:-

- Approve any expenditure (except procurement of contract services) up to the value of £500.
- Recognise that justifiable and expedient actions will sometimes be necessary.

- May occasionally give purchasing authority (within an agreed limit), to a particular Committee Member or (Members) to act on his behalf for a specific purpose.

Quorum of the Committee may:-

- Authorise expenditure up to £1000 for maintenance and repair.

The full Management Committee may:-

- Procure any services, purchase any asset under any contract which it considers is within the Charitable Objectives of the Trust, after due consideration and provided the funds are available.

Procurement:-

➤ Minor services less than £1000

- Members of the Management Committee have been assigned responsibilities agreed by the full Committee. Responsibilities are based on past experience in the subject. The Committee relies on them to ensure that when procuring minor services they do so in line with the principles of the FVH Finance and Procurement Policy. It is incumbent upon them to ensure that the contractor carries out the work as specified in the contract, in compliance with FVH H&S procedures and represents the best value for money.
- Minor services may be procured under the tendering process, single or sole supplier basis, whichever is considered most appropriate.
- If the minor services involve entering into a term contract then the approval of the full Committee is required.
- On completion they shall ensure that the work has been completed to their satisfaction and that the work site is safe before recommending payment of funds by the Treasurer.

Documentation

All finance, procurement and purchase records shall be maintained sufficient to demonstrate compliance with this procedure and to demonstrate adherence to the Charitable Objectives. Records may be hard copy or electronic and shall be retained for a minimum period of 7 years.