Accounts will be prepared for each monthly management meeting. They will show the Income and expenditure for the previous month. The accounts will be issued in format in Appendix 1. The monthly account will be distributed to all committee members prior to the monthly meeting

The Hawkesbury Hospital Hall has three accounts

* Main Treasurer’s Account
* Skate Park Account
* Improvement Account

All transactions are made through the main treasurer’s account and money will transferred to other accounts as required

The policy of Hawkesbury Hospital Hall is to promote all payments into the Hall accounts via BACs payment

All payments to the Hall will be in line with the rates published on the Hawkesbury Hospital Hall website. Changes to the rates for events can only be subject to agreement at the Hawkesbury Hospital Hall monthly committee meeting

All invoices issued by Hawkesbury Hospital Hall will be format as in appendix 2. All invoices will be retained by the treasurer and a register will be maintained (see appendix 3)

All receipts will be retained in folders by the treasurer.

All expenditure for the Hawkesbury Hospital Hall will be controlled by the treasurer. All payment will be sanctioned in the following way

* Cheques – all cheques issued require two signatures. One of the two signatures will be the treasurer. The current authorised signatures (with Lloyds Bank) are William Cullen, Fiona Steeds and Angelo Sauro
* Online payments need to be authorised by two online clearances. The online statements will be controlled by the treasurer. The current authorised signatures (with Lloyds Bank) via the Internet Banking are William Cullen, Kate Bashford and Chris Rispin

Accounts will be complied for the calendar year (see appendix 4) and presented to the community at the Annual General Meeting (AGM). In addition the treasurer will prepare a report which will be communicated at the AGM

The yearly account will be over checked by a suitable independent person. This person will be nominated by the treasurer and agreed by the committee

The accounts will be submitted to the Charity Commission by Hawkesbury Hospital Hall chairman at the time required by the Charity Commission

**Appendix 1**





**Appendix 2**

INVOICE

Hawkesbury Upton Village Hall

High St, Hawkesbury Upton, South Gloucestershire GL9 1AU

**Date:**

**Invoice Number**:

**Customer:**

**Comments**:

**Amount due**

(Please note cheques payable to Hawkesbury Hospital Hall or Bank Details Sort Code XX-XX-XX A/C no. XXXXXXXXX)

**Appendix 3**



**Appendix 4**

**HAWKESBURY HOSPITAL HALL**

**STATEMENT OF INCOME & EXPENDITURE**

**Year ended 31st December XXXX**



I hereby certify I have prepared the above figures in conjunction with the books and records submitted to me and that they are in accordance therewith as far as I am able to ascertain

TREASUER

ADDRESS