



THE WILBRAHAMS' MEMORIAL HALL

Angle End, Great Wilbraham, Cambridge CB21 5JG

Booking Secretary, Shirley Morley tel. 01223 880723

booking.wilbrahamsmemorialhall@gmail.com

Finance Policy

1. The Trustees will manage the assets of the charity in accordance with the Trust Deed / Conveyance document dated 17th February 1949.
2. The Trustees will insure the Trust property with a reputable insurance company on an 'All Risks' basis for its full rebuild value. The sums insured are to be reviewed before each policy renewal.
3. Financial records will be kept to ensure that Wilbrahams' Memorial Hall meets its legal and other obligations under Charity Law, HM Revenue & Customs and common law.
4. The financial year will end on the 31st March and accounts for each financial year will be drawn up and approved by the Trustees prior to being presented to the Annual General Meeting held in June.
5. The accounts will be independently examined by an auditor or examiner of accounts appointed by the AGM.
6. The Trustees will approve an income and expenditure budget at the start of each financial year and monitor financial performance at every meeting.
7. The Trustees will approve a Reserves Policy and determine the extent and nature of any reserves that are to be designated as Restrictive Funds.
8. All funds will be held in accounts in the name of Wilbrahams' Memorial Hall at banks and on terms decided by the Trustees. All cheques, transfers documents and online payments to be authorised by any two of the three Trustees appointed by minute of a Committee Meeting.
9. The treasurer shall present a financial report to every meeting of the Trustees, the format and content of the report shall be decided by the Trustees.
10. All expenditure to be properly authorised and documented. All income shall be paid into the bank without delay.
11. The Trustees will undertake a financial risk assessment of all Trust activities and review it annually.

Signed: 

Date: 4th March 2024

To be reviewed on (by): 4th March 2025