

North Cadbury Village Hall

Environmental Policy

Trustees are committed to protecting and actively promoting the improvement of the local environment.

We will ensure that environmental priorities are integrated into the decisions we take on all our services and will seek to:

1. Adopt the highest environmental standards in all areas of operation, meeting and exceeding all relevant legislative requirements.
2. Assess our organisational activities and identify areas where we can minimise impacts.
3. Minimise waste through careful and efficient use of all materials and energy and by recycling where possible.
4. Purchase sustainable products wherever feasible.
5. Publicise our environmental position.
6. Train our volunteers and contractors in good environmental practice and encourage involvement in environmental action.
7. Reduce risks from environmental, health or safety hazards for volunteers and others in the vicinity of our operations.
8. Adopt an environmentally friendly transport strategy.
9. Assist in developing solutions to environmental problems.
10. Continually assess the environmental impact of all our operations.

Reviewed 31st July 2015.

Financial Procedures

1) Financial Records

The following records shall be kept up to date by the treasurer:

- a) A cashbook analysing all the transactions in the North Cadbury Village Hall bank account(s).
- b) A petty cash book analysing all cash payments.

2) Payment Procedure

- a) The treasurer will be responsible for holding the cheque book (unused and partly used cheque books) which should be kept in a secure location.
- b) Blank cheques will never be signed.
- c) All required details shall be fully inserted on any cheque before the cheque is signed and the cheque stub will always be properly completed.
- d) No payments should be made without original documentation.

3) Income Procedure

- a) All income will be paid into the bank without deduction
- b) Cash is to be counted by the person collecting it and placed in a bag with a pay-in slip showing source, date, amount and signature of collector; the cash to be handed to the treasurer who should count the cash in the presence of the collector (or other person if collector not present) and confirm the amount.
- c) Hiring agreement forms showing conditions of hire, date, purpose of hire, the rate per hour and total due must be signed by the hirer on booking. The treasurer will issue an invoice to the hirer, will collect the outstanding balance and account for the income.

4) Payment Documentation

- a) Every payment out of the bank accounts will be evidenced by an original invoice. The invoice should be referenced with Date of Payment, Method of Payment (cheque or online transfer), Cheque Number (if used), Transaction Number and Payment Number.
- b) The only exceptions to cheques not being supported by an original invoice would be for payment of Lottery prizes, which should be supported by a form showing the winner's name, amount of prize, cheque number (or winner's bank account number and sort code if paid online), and the month of the draw.
- c) Petty cash will always be maintained on the imprest system whereby the treasurer is entrusted with a float as agreed by the trustees. When that is more or less expended, funds will be withdrawn from the bank account to bring up the float to the agreed sum.
- d) Expenses/allowances. North Cadbury Village Hall will, if asked, reimburse reasonable expenditure paid for personally by trustees on behalf of the charity, providing
 - (i) Fares are evidenced by tickets.
 - (ii) Other expenditure is evidenced by original receipts.
 - (iii) Car mileage is based on local authority scales.
 - (iv) Nobody authorises the payment of expenses to themselves.

Adopted: 7th July 2015