PLATT MEMORIAL HALL

FINANCIAL POLICY

1. The hall operates as a charity recognised by HMRC (302897) and is managed in accordance with the War Memorial Hall at Platt Trust Deed dated 10th January 1933.

2. The operating name of the charity is The Memorial Hall at Platt (known as Platt Memorial Hall).

3. The Trustees will appoint a Treasurer to maintain accounting records and a Deputy Treasurer.

4. Financial records will be kept to ensure that Platt Memorial Hall meets legal and other obligations under Charity Law, Revenue and Customs and common law.

5. The financial year will end on 31st December and accounts for each financial year will be prepared and presented to the Annual General Meeting (AGM) held in the following March.

6. The accounts will be independently examined by an examiner of accounts or an auditor appointed by the AGM.

7. The Treasurer shall present a financial report to each meeting of the Trustees which will include a summary of the income and expenditure for the year to date and details of funds held.

8. All expenditure shall be authorised by the Treasurer and any expenditure in excess of £1,500 shall additionally require authorisation by the Chairman of the Trustees.

9. Expenses of Trustees may be authorised by the Treasurer up to a limit of £1,000, over which additional authorisation by the Chairman of the Trustees or two other Trustees will be required.

10. The booking and invoicing of hall bookings shall be managed using the Hallmaster computer system or other similar system.

11. The Trustees will insure Platt Memorial Hall 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.

12. There will be at least four named Trustees authorised by a minute of the Trustees to be signatories of bank accounts for Platt Memorial Hall.

13. The Treasurer and Deputy Treasurer are authorised by the Trustees to execute electronic bank transactions from the bank accounts for Platt Memorial Hall.

14. The Treasurer shall invest funds in excess of £20,000 in short term Deposit accounts or bonds.

Reviewed June 2026