

BARLEY VILLAGE HALL
CHEQUE AND PETTY CASH POLICY

Adopted 11 November 2015

Treasurer

The Treasurer of Barley Village Hall Committee is Sarah Hartley.

The Barley Village Hall cheque book is kept by the Treasurer. In the event of any absence of the Treasurer the cheque book will be kept by Margaret Wilkinson.

Cheque writing and signing

Signatories will be drawn from the trustees. The trustees must approve any new signatory before the bank is notified of a change to the mandate. All cheques require two signatories. Cheque signatories should be presented with the completed cheque and all supporting documentation when being asked to sign a cheque. All cheques should be filled in completely (*payee, amount in words and figures, date*) before being signed.

The following practices should be avoided:

- Signatories signing cheques which are payable to themselves (*advisory*).
- Signing of blank cheques (*mandatory*).

In accordance with the bank mandate all cheques must be signed by any two of the following trustees:

- Sarah Hartley
- Annette Bateman
- Margaret Wilkinson
- John Connor

Petty cash

Barley Village Hall Committee does not keep a petty cash float. In the event of a cash float being required for any event held by Barley Village Hall the float will be drawn from the Barley Village Hall Committee bank account in accordance with the above cheque writing and signing procedures.