**Stour Row Village Hall Finance Policy**

1. The primary purpose of Stour Row Village Hall is to provide a safe, welcoming and useful resource for social use by inhabitants and friends of Stour Row village. To this end, the financial aimis to generate sufficient funds annually to cover all essential running costs (utilities, insurance, maintenance and repair) plus a small surplus to provide a reserve fund in the event of insufficient annual income to meet expenses or to undertake any substantial re-decoration and/or repair deemed necessary for the hall to fulfil its primary purpose by the Village Hall Management Committee (VHMC) and approved by the Hall Trustees.
2. All positions and activitiesrelating to operation and management of the hall and its events are provided on a voluntary basis with no emoluments. Direct expenses incurred in carrying out essential activities e.g. purchase of cleaning materials, replacing broken crockery, are reimbursed at cost.
3. The VHMC on behalf of the Trustees will not allow hall fundsto fall into debit nor use income collected through hall activity for any other purpose than that specified as the hall’s primary purpose in paragraph 1 above. Generally, events run at or in support of the hall should be self-funding. These consist primarily of hire of the hall premises and facilities (e.g. tables, crockery) for activities which comply with its conditions for hire and events run for the general benefit of inhabitants of Stour Row or specifically to generate income in support of the village hall.
4. Key financial procedures and other aspects relevant to hall finances, e.g. Conflict of Interest, are covered in the Procedures annex below or in separate policy documents.