



GLATTON VILLAGE HALL DEVELOPMENT PROGRAMME

Financial Propriety & Accountability Statement

V2.0 Dated: 24th September 2020

1. Introduction

The Charities Commission strongly advises that major projects that require significant financial investment would benefit from a clear statement regarding the collection, management and disposal of funds in accordance with *Disaster Appeals: Attorney General's Guidelines (CC40)* – (information for trustees setting up an appeal that apply equally to charities raising funds for a specific purpose). This statement is intended to protect Trustees and to clarify what would happen to funds raised in the event the project fails to achieve its aims, or to reach the funding required to complete the project. This statement is essentially “for the avoidance of doubt”.

- 1.1. This Statement represents the best endeavours of the Glatton Village Hall Committee (the Trustees) and the Development Action Group but has not been subject to legal scrutiny.
- 1.2. Any future contract, pertaining to the Development Programme, entered into by the Trustees will be subject to legal scrutiny or approval by a suitably qualified professional.

2. Fundraising Objective & Target

The Development of Glatton Village Hall will require significant funding that the Village Hall does not have. Until the end of the Assessment Phase, no decision can be taken as to whether the Village Hall can be refurbished or whether it is beyond economical repair and needs to be rebuilt. Either course will likely require significant funding. Although no funding target can be set until options have been costed, the Village Hall Committee (the Trustees) have agreed the project should not go beyond 10 years. The project is likely to be of 5 – 10 years duration i.e. should be completed by the 31st of July 2030 or before.

3. Accountability & Financial

3.1 The Glatton Village Hall Management Committee (the Trustees) hold ultimate accountability for all aspects of the project. The Trustees will elect/appoint a project manager who may or may not be a trustee. The Village Hall Treasurer will manage a “Village Hall Development Fund” separate from the Village Hall General Account. This Fund has already been set up and details are as follows:

Barclays Bank

Account Name: Glatton Village Hall Development Fund

Account Sort Code: 20-67-40

Account Number: 03720586

This account is a “Protected Fund” meaning that funds within it can only be used for the purposes of developing Glatton Village Hall and cannot be transferred to the general Glatton Village Hall account or any other account.

3.2 The Treasurer will establish and maintain detailed records of the source of all funds credited to that account. This may be in electronic spreadsheet format and these records will be subject to scrutiny. These measures will assist in avoiding fraud and/or money laundering.

3.3 No contract can be entered into without majority approval of Glatton Village Hall Committee (the Trustees) and until sufficient cleared funds are available in the Development Fund.

4. General Data Protection Regulation (GDPR) Compliance

The Village Hall Treasurer will maintain a detail record of donations, bequeathments and other fundraising sources in accordance with UK GDPR. Where individuals request that their donations remain “anonymous”, then public records will reflect that wish. However, the Treasurer’s records will show full details available only to the Village Hall Committee and bona fide external auditors.

5. Legitimate Funding from Development Account

Costs directly associated with the development of Glatton Village Hall will be taken from the Development Fund. This includes architect fees and any costs necessary to ensure planning and/or legal compliance. The Development Fund may reimburse travel and/or subsistence (T&S) costs where prior authority to travel has been obtained by the Project Manager and on the production of valid receipts. T&S reimbursements will be in accordance with Mileage Allowance Payment (MAPs) rates issued by HMRC.

5.1 Trustees have delegated T&S authority to the Project Manager who must obtain joint sign-off with the Treasurer or another trustee where the Project Manager is a Trustee. Where T&S is claimed by the Project Manager who is not a trustee, prior approval must be obtained by two trustees. Major project funding must be agreed by a majority committee vote and must not exceed the funds available.

6. Disposal of Funds in the Development Account

All monies raised and credited to the Village Hall Development Fund are to be used only for the refurbishment of rebuilding of Glatton Village Hall and are not to be used to support fundraising events, even though those events may increase the balance of that account.

- 6.1 If the project is cancelled, or by 31st July 2030, it fails to achieve its objectives then any monies raised by personal donation, or by bequeathment, will be offered back to the donor, or their next of kin, or a written statement is obtained from the donor, or next of kin, stating that the donation can be used for other Village Hall purposes.
- 6.2 Should there be insufficient funds in the Development Account if the project is cancelled or refurbishment/re-build has not been achieved by 31st July 2030 then reimbursements for personal donations or bequeathments will be made on a pro-rata basis.
- 6.3 If the project is cancelled, or by 31st July 2030, it fails to achieve its objectives then any monies raised by event fundraising or sales (eBay or other sales), will be transferred to the Village Hall General Fund.
- 6.4 If the Village Hall Development Fund is closed on or before 31st of July 2030, then, after personal donations/ bequeathments have been returned, residual funds will be transferred into the Village Hall General Fund.

7. Government & Council Grants & Awards

Local authorities, Government, commercial enterprises, and other organisations will be approached during the fundraising process. It is likely that any grants/awards will be in the form of a "letter of intent" and accompanied by strict criteria regarding purpose/ use of funds and timing regarding availability i.e. release milestones/trigger points. The Project Manager will ensure all conditional criteria & stipulations are adhered to.



Terry Brignall MBE
Chairman Glatton Village Hall Committee & Trustee