



Charity finance for **TRUSTEES**



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Registered Charity No.1137143
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What is the role of trustees?

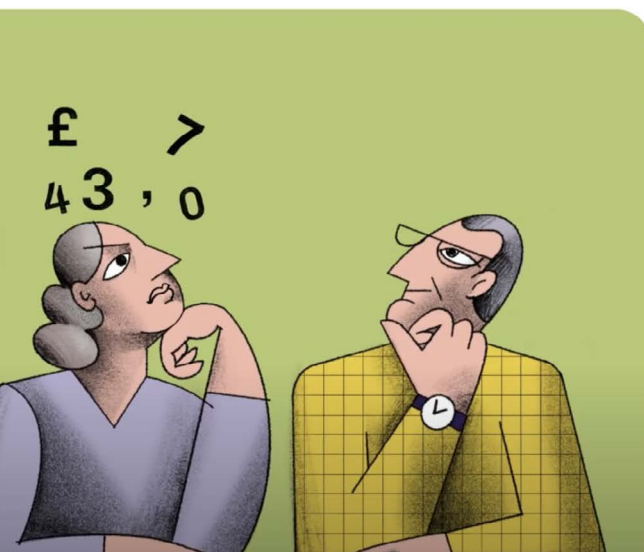
Trustees are responsible for overseeing a charity's finances and making sure they are managed responsibly. The Charity Commission says you must:

- Make sure the charity's assets are only used to support or carry out its purposes.
- Not take inappropriate risks with the charity's assets or reputation.
- Not over-commit the charity.
- Take special care when investing or borrowing.
- Comply with any restrictions on spending funds.

More details can be found here: [Managing charity finances - GOV.UK](#)

There are a lot of resources on the [Trustees' Week website](#), including plenty of interesting looking [events happening](#) over the next few weeks.

The Charity Commission has produced [a series of 5 minute guides](#) for trustees on a range of topics, including finances. This includes an introductory 2-minute video.



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Managing
finances**



Other resources

- [Financial governance: a gentle guide for the non-financial charity trustee](#) by Dorothy Dalton (ACEVO, £10 for non members). For those daunted by financial information, this book provides an introduction to charity finances for trustees who don't have experience in this area.
- Charity Finance Group: [Charity Finance Group | Essential Charity Finance for Trustees of Small Charities](#) which includes a checklist for a [board of trustees](#) as well as for [individual trustees](#). They also have a guide for [small charities](#).
- Embrace Finance has some really good stuff on their website www.embracefinance.org.uk, in particular: www.embracefinance.org.uk/small-charity-finance-list
- [Honorary Treasurers' Forum](#): They charge a small fee (£50 for 15 months) for membership. Click [here](#) for their useful resources.
- The Association of Chairs has a financial matrix for trustees on their website which can be accessed by non-members: www.associationofchairs.org.uk/resources/allresources/.

Training and further resources

[Charity finance for trustees / Monday 18 November / 6.00 to 7.00pm / Online.](#)

THCVS session for Tower Hamlets, including a run down of trustee responsibilities around finance, a presentation on the basics of charity finance, including restricted vs unrestricted, an idea of what to look for in management accounts and questions trustees should ask and an opportunity to ask questions of trained management accountants.

[Financial Governance for Trustees, NCVO / Thursday 5 December / 10.00am to 1.00pm / Online.](#)

[Trustee training modules / ICAEW.](#)

Charity Excellence film: [How To Engage Trustees In Fundraising: Trustee Responsibilities.](#)



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960 Capability Green, Luton LU1 3PE / 0158 231 7712 / admin@moracle.co.uk / www.moracle.co.uk.

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450a London Road, Cheam, SM3 8JB / 020 3627 4321 / kevinfisher@kingstonburrowes.com / www.kingstonburrowes.com.

Accountancy services

Accountability Europe Ltd (including payroll services):

Specialists in charity accounting. Omnibus Workspace, 39-41 North Road, London N7 9DP / 020 7609 0158 / Muhammad Noman Basheer - Noman@accountabilityeu.co.uk / www.accountabilityeu.co.uk.

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