

Key questions for trustees managing their charity's connection to a non-charity

Recognise the risks

How does the connection with the non-charity benefit our charity? **council clerk able to administer the charity at no cost to the charity. council fund maintenance of play area.**

What are the risks for our charity? **Not keeping the council's and charity's money separate.**

Have we assessed and addressed the risks? **Yes – transparency, separate bank accounts and absolute commitment to not paying any money from charity's accounts into council's accounts.**

When is the next review of the risk assessment? **Annually when trustees annual report is completed.**

Don't further non-charitable purposes

Do we understand the scope and limits of our charity's purposes? **Yes – as identified in the codicil.**

Is funding from or to the non-charity restricted to furthering our charitable purposes? **All funding goes towards furthering the charitable purposes of the charity.**

If we invest in a subsidiary - can we justify the investment, do we monitor our investment? **Not applicable in this case.**

Operate independently

Are we free to make our own decisions in the best interests of our charity? **Yes – reminded of this at the start of each board of trustees meeting.**

Do we know when we wouldn't agree funding or other arrangements with the non-charity? **The charity makes its own decisions about how it spends its money and makes requests to the non-charity for additional funds. The non-charity makes a decision at their separate meetings.**

Avoid unauthorised personal benefit and address conflicts of interest

Have we identified and addressed any conflicts for any of our trustees who:

- are appointed by the non-charity
- are on its Board
- work at the non-charity
- have another link to it?

2nd September 2019 Dulcote Recreation Ground ANNEX A Guidance for charities with a connection to a non-charity (March 2019)

All trustees could have a conflict of interest as they are all councillors but they are reminded of their duty to the charity at the start of each meeting and no one benefits on a personal basis.

Have we got approval for any trustee benefits that come from the connection? **No trustee benefits exist.**

Maintain your charity's separate identity

If we share our identity with the non-charity, how is this in our charity's best interests? **It facilitates savings in staff costs and maintenance.**

Have we identified and addressed the risks? **Yes. Separate bank accounts.**

Do our donors know which organisation is asking for their support? **Yes.**

How do we help people outside our charity to understand that we are separate from the non-charity? **Board of trustee meetings are held separately to council meetings. Notices/agendas and minutes are published. There is a separate page on the council's website for the charity and there is a statement that the charity and council are separate.**

Protect your charity

Are we satisfied that our arrangements with the non-charity protect our charity's assets, beneficiaries and reputation? **Yes.**

Do we have appropriate written agreements? **Yes - charity's codicil and constitution; minutes and resolutions from council and charity meetings.**

Do we protect our charity's position when:

- sharing our resources with the non-charity **Don't share the charity's resources with the non-charity.**
- sharing the non-charity's resources **Yes – share the non-charity's resources of clerk and maintenance funding to enable the charity to continue.**
- communicating jointly **Yes – it is made clear that the council is the trust for the charity.**