

## Charity finance – checklist for board of trustees

This is a checklist for a board of trustees to use. By working through the questions together, the board can assess their knowledge and understanding. It will help them be confident that they understand the framework in place in their charity that supports good financial management, and that they know where to look to find any missing information. You can use this to establish a baseline for your board and also for regular reviews.

| Date of board review   |   |   |
|--|---|---|
|  | <input checked="" type="checkbox"/> Yes - how can we evidence this? | <input checked="" type="checkbox"/> No - how will we find out? By when? |
| All trustees understand the charity's objectives.  |   |   |
| All trustees understand how the charity operates and feel comfortable asking questions about the resources of the charity. |   |   |
| All trustees are approaching decision-making with the charity's best interests at heart.                                   |   |   |
| All conflicts of interest have been identified and managed ahead about any financial decision in the charity being taken.  |   |   |
| All trustees are clear of their legal responsibilities for the financial performance of their charity.                     |   |   |
| All trustees understand the role in ensuring good financial performance of the charity.                                    |   |   |
| All trustees understand the legal reporting requirements of their charity.   |   |   |

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|---|--|--|
| Trustees have a clear financial strategy in place which is regularly measured against the charity's performance and considers risks and opportunities facing the charity.                             |  |  |
| Trustees have reviewed the Terms of Reference and operations of any financial sub-committees of trustees to ensure that they are working effectively and there are clear reporting lines to trustees. |  |  |
| Trustees have reviewed their charity's financial policies and ensured that they are fit for purpose.  |  |  |
| Trustees regularly discuss the risks and opportunities facing the charity.  |  |  |
| Trustees have considered how they report on the financial performance of their charity.   |  |  |
| Trustees have reviewed their relationship with their auditor or independent examiner to ensure that it meets the needs of their charity.  |  |  |
| Trustees have a clear process for identifying when and how they need to report financial incidents to regulators, law enforcement and other stakeholders.   |  |  |

**Note here any other action points identified:**