

PAXCROFT MEAD COMMUNITY CENTRE

Charity Registration No: 1123423

USE OF CHARITY REGISTRATION DETAILS

1. Village Hall Information Sheet VH11 deals with the Charities Acts 1992, 1993, and 2006. Section 2.3 within it is headed "Where to use your charity registration details", and says

“Registered charities with a gross income of over £10,000 in the previous year have to state that they are registered charities on all notices, advertisements and other documents issued by or on behalf of the charity, and soliciting money and other property for the benefit of the charity; on all cheques and orders for money or goods, and on all bills, invoices and receipts they issue. It is not a requirement that the charity registration number be quoted but this is good practice. If in doubt, state that your organisation is a registered charity (e.g. Registered Charity No. 123456) on any document or form you use - including your letter heads, which may well be used on some occasions to solicit money or other property.”

2. In short, this requires us to state that the Centre is a registered charity on any documents to do with money. To be sure we comply, we should make the statement on :-

- Booking forms
- Web Page
- Cheques
- Bills and invoices
- Receipts
- Accounts and account summaries
- Letter headings
- E-mails concerning money, going outside our committee
- Anything else intended for external consumption, and concerning money

We should also follow the recommendation to include the registration number as well. To do this, all the above should include a statement "Registered Charity No. 1123423".

3. We are not required to make the statement on our internal e-mails, letters, and notices.

4. Actions Arising.

All: please note the requirements, and comply on those occasions where you are involved with money matters. In particular:-

- I shall modify our booking form, and e-mail the revised version to Don and Jonathan.
- Jonathan: Will you modify the web page, and the booking form on the web page, please?
- Paul: Will you arrange for the bank to supply cheques with the statement pre-printed, please? I called at the bank to see how this would be done, and was told they needed a letter (with the statement included of course) asking them to do it, signed by 2 people who are authorised to sign cheques. Also include the statement on all bills, invoices, receipts, and accounts.

F. J. Marples (Chairman) 12th of April 2008