

# **The Wilkinson, Cobb and Hodgson Trust (Charity Number 1154612)**

## **Guide for WCHT Secretary/Treasurer**

### **The objectives of the Charity**

- 1) The advancement of education primarily for the benefit of children in the Parish of Strensall with Towthorpe and particularly the pupils of Robert Wilkinson Primary Academy. This includes making available land owned by the charity, as determined by the trustees, to the above Academy; and promoting the education of those under 25 and in need.
- 2) The relief of those in need by virtue of poverty, hardship or distress and resident in the above Parish or surrounding area by the provision of assistance and support (financial or otherwise) in such ways as the trustees from time to time think fit.

However, the Trustees shall not be obliged to provide funding for the above which should otherwise be provided by the state (whether through central or local government or otherwise).

### **The role of the Charity's Secretary/Treasurer**

- 1) Undertake day to day administration of the Charity's business including arranging meetings (normally about 3 a year), circulate papers, take the minutes of the meetings, act as primary contact for the Charity and arrange for cheques to be issued. This typically takes up 2 or 3 half days a month.
- 2) Compile the annual accounts, arrange for them to be certified once approved by the Trustees, draft the Trustees' Annual Report (TAR) and then upload the TAR and certified summary accounts onto the Charity Commission website. Also compile an annual overview of the Charity's financial investments for the Trustees. This task takes about 1 day per year.

However, it is preferable that other Trustees lead on issues for the two residential properties and the agricultural lands.

### **Calendar of events**

February – compile draft Annual Accounts/Trustees' Annual Return (TAR) and Investment Review in respect of year ending 31<sup>st</sup> December. Last relevant bank statement arrives in mid-January. Detailed spreadsheet is in WCHT charity account Year End 20xx. The summary accounts (Accounts for 20xx (inc 20xx comparisons) and Independent Examiner's report, and Investment Review can be completed from the detailed spreadsheet.

Late February/early March – Trustees’ meeting to include review of draft accounts, TAR and Investment Review and agree on an Independent Reviewer to whom all the above documents (except Investment Review) plus files and cheque book for relevant year need to be sent.

March/April – contact Chris Myers Plumbers for annual gas appliance checks at 16/16A West End.

Late March – pay any RWPA Year 6 Residential assistance requests direct to the Academy.

April – send letter to GS Green requesting £455 field rent

April onwards – update Charity details on Charity Commission website and upload summary accounts, sign-off by Independent Verifier and signed TAR. Must be done by end of October.

Once Trustees are registered with the Charity Commission they all have access to the Charity’s account via their own email address and a password and can make updates etc by declaring that they have authority to amend details or upload documents.

Spring/Summer – consider need for Trustees’ meeting

August – Total Landlord Insurance for 16/16A West End due

Late November/early December – Trustees’ meeting to include deciding on new academic year’s Further Education Book Grant value and, in odd years, a review of delegated process for grants

December– Public Liability Insurance for agricultural lands due

December/January – issue cheques or bank transfers for successful Book Grant applications

General – review when Trustees’ 4 yearly re-appointment dates become due and check that individuals wish to continue and confirm their re-appointment with the other Trustees. Update Charity Commission website with any changes to Trustee details.