

# Chatham Charities Trustees

## Clerk & Treasurer

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### Activities Schedule

The Clerk & Treasurer undertakes the following activities at various times as required:

#### Daily as required

- Receive requests for grants (usually by email, occasionally by post)
- Respond to phone calls and emails with queries about new or ongoing cases
- Register applications in a log of new applications - see Grant Log spreadsheet allocate a grant number
- Vet new applications for eligibility, errors or omissions of detail and seek explanations where appropriate. Also check against any previous grants in the Grant Log spreadsheet
- Submit the application by email to one of the sanctioning Trustees together with any comments of information gleaned from the vetting process
- Respond to any queries from the sanctioning Trustee

#### Grant Requests

- Print the emails exchanged with the sanctioning Trustee and attach to the application documents
- Advise the recommender by email of the grant and any terms. Order items direct from Argos for delivery usually to the beneficiary's home address, or send a Purchase Order (eg for second-hand furniture or school uniform). Purchase orders should contain an expiry date and a record kept of purchase orders issued/redeemed
- It is not policy to pay a beneficiary in advance of a purchase. Only in exceptional circumstances will a payment be issued on receipt of proof of purchase
- Update the Grant Log with order number(s) and invoice amount, also the Argos sheet of the Accounts spreadsheet
- Periodically add a summary of each sanctioned application to the List of Grants to be reported at the next meeting of Trustees

#### Declined Requests

- Print the emails exchanged with the sanctioning Trustee and attach to the application

- By email, advise the recommender of the Trustees' decision with reasons
- Update the Grant Log and record in the List of Grants (Declined) reported to the next General Meeting

### Periodically

- Seek payment authorisation for each invoice by email, payment will usually be made by online banking
- Check Argos Store Card statements to ensure correct amounts have been invoiced and credits applied
- Complete Accounts spreadsheet (cashbook) with details of all payments
- At least monthly complete a reconciliation of the cashbook to the bank statement
- Generate monthly income report from the stockbroker online account. Record dividend income in the Accounts spreadsheet (cashbook) and the income tracking spreadsheet
- Prepare an investment valuation and submit monthly to the Investment Panel for monitoring

### Record Maintenance

- Maintain a Grant Log to monitor progress of each application. File applications as appropriate
- Maintain the cash book and accounting record on a receipts and payments basis
- Maintain records of Argos Store Card purchase and purchase orders for other organisations
- Use the accounting record to prepare a draft set of annual accounts at the close of the year to 31 October
- Prepare a List of Grants summary for submission to Trustees at their half yearly General Meeting
- Keep a separate record of investments and dividends to inform the Investment Panel at their meetings
- Keep all records securely for the required period of time. Shred all time-expired papers.
- Keep all archive records, documents, etc relating to the charity

### Other Duties

- Arrange meetings of Trustees - usually twice a year plus Investment Panel and any Special Meetings
- Book meeting rooms as required and advise Medway Councillors' diary to try to avoid any clash of commitments

- Circulate agendas and meeting papers and clerk the meetings (including the List of Grants, financial and investment reports)
- Manage cash flow through dividend income/deposit balances/investments
- Execute investment transactions as determined by the Trustees
- At the year end prepare draft accounts for submission to the Accountants for examination
- Submit Annual Return to the Charity Commission and update Trustee details
- Arrange an internal audit to be carried out every 12-18 months as agreed by Trustees
- Renew website hosting contract annually, request any updates to the website as needed
- Renew ICO registration
- General administration and correspondence relating to the charity as may arise from time to time.

January 2026