

PENGUINS AGAINST CANCER



Administration Meeting 12th November 2016

Present: Sarah & Graham Hill, Charlie Beardmore,
Caroline Small and Anita Combes

Kicking Cancer Into Touch!

Recent Donations:	Marie Curie Hospice, S Wales	£1,000
	Guy's Hospital Cancer Centre	£1,000
	Headstart	£1,000
	St Wilfrid's Hospice, Eastbourne	£8,000

Annual Return to Charity Commission

PAC has now raised more than £25,000 this financial year which is astounding and, due to this, we are required to submit an annual return to the Charities Commission inclusive of: An Audit of accounts and current policies (as recommended by the CC). The below policies were discussed and agreed in principle by those present, they will be promulgated to all trustees for agreement or amendment and then submitted to the PAC AGM for endorsement.

PAC Risk Policy

The organiser of an event to be responsible for the booking and setting a cut -off date for go/no go of the event, to ensure PAC does not incur any financial loss.

PAC Conflict of Interest Policy

Retain the Charities Commission policy: not highly applicable to PAC now.

PAC Investment Policy

Noted and, again, retain the Charities Commission policy: not highly applicable to PAC now.

PAC Events Policy

Future Events publicity to be drafted by organiser and submitted to David Littlejohns to advertise within Events section of website. Organiser of an event will ensure a financial log is produced for audit purposes. [Treasurer to draft the policy.]

Trustees and Officers

Due to the success of PAC there is a need for the Annual Return and Audit of accounts. The Charities Commission gives direction regarding the structure of a Charity and, in the future, minor adjustments to the structure of PAC may be required to ensure PAC complies with The Charities Commission's official recommendations. The President and Treasurer will look into this and make recommendations to the Trustees.