

RG Spaces Admin/Governance Timeline

	Activity	Who does it?
November	Draft the Annual Report and Accounts	Admin
Meeting December/January	Revise/agree Annual Report and Accounts & sign	Trustees
January	Get external examination of accounts if needed	Admin
	Re-election of trustees as required (3 year term renewable)	Trustees
	Annual Return & Trustees' Annual Report and Accounts to Charity Commission (absolute deadline is 31 st August but CC encourages much earlier submission if possible)	Admin
March	Go through info held on volunteers etc and update if nec. Review whether ICO registration needed	Admin
	Go through any DBS checks and update if nec.	Admin
Meeting March/April	Review insurance needs	Trustees
April	Renew insurance (by start of May when it expires)	Admin
June	Go through policies and check on need for updates	Admin
Meeting June/July	Agree policies as needed	Trustees
	Go through RG Spaces' memberships (committees/social media/organisations....) and revise/drop any not still appropriate	Trustees
	Go through Safe and Sound to see if it still applies	Trustees
Meeting September/October	Discuss activities and preliminary budget for the following financial year	Trustees
31 October	End of RG Spaces' Financial Year	
<p>Admin is responsible for sending round agenda/previous minutes etc. for Trustees' meetings. Standing items at each Trustees' meeting:</p> <ul style="list-style-type: none"> • Welcome and apologies • Declarations of interest • Minutes of previous meeting and matters arising (not covered elsewhere) • Project reports [Trustee Board is Project Board for projects managed by rgspaces] • Admin: financial situation; review budget; activity against the Timeline • AOB 		