

**Charities Governance Code**

**Document Checklist**

**Introduction**

Charity trustees are responsible for the governance of their charity and making sure that the six principles of the [Charities Governance Code](https://www.charitiesregulator.ie/media/1609/charities-governance-code.pdf) are followed. We have guidance documents, templates, and training videos on our [website](https://www.charitiesregulator.ie/en/information-for-charities/charities-governance-code) to help you.

Charities should have clear policies and procedures that are appropriate for the size and complexity of the charity. A policy is “what needs to happen” and a procedure is “how it will happen”. The procedure follows on from the policy and it can be a separate document or a section of the same document.

You should also make sure that your charity has a [risk management](https://www.charitiesregulator.ie/media/1693/risk-management-for-charities.pdf) system in place to protect it from harm. This does not need to be time-consuming or difficult. For a very small charity, the risk management system can simply be making sure that the charity trustees discuss risks regularly at their meetings. This includes identifying, evaluating and monitoring risks. For other charities, a risk policy and [risk register](https://www.charitiesregulator.ie/media/1698/risk-register-template.docx) will assist charity trustees in monitoring and reporting on risk.

This checklist will help you track what basic information and documents you currently have in place, and what further information and documents you will need so your charity complies with the Charities Governance Code.

Ireland’s charity sector is very mixed so every charity may not need all the documents listed. It is up to each charity to decide which documents are relevant to you and this includes adding further documents as you see fit. Large or more [complex charities](https://www.charitiesregulator.ie/media/2225/complex-and-non-complex-charities.pdf) should consider what other information and documents are required to ensure full compliance with the Charities Governance Code.

## Basic information about the charity

| Registered charity name (check the [Register of Charities](https://www.charitiesregulator.ie/en/information-for-the-public/search-the-register-of-charities))  |  |
| --- | --- |
| Registered charity number |  |
| Charity legal structure (such as association, company limited by guarantee) |  |
| The charitable purpose(s) for which the charity was set up |  |
| How the charitable purpose is communicated to the public |  |
| Mission statement and vision for the charity |  |

1. **List of current charity trustees**

| **Full name and residential address** | **Appointment date** | **Retirement due date** |
| --- | --- | --- |
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1. **Charity**

| **Document check list** | **Yes** | **No** | **Comment** |
| --- | --- | --- | --- |
| Charity’s governing document such as its constitution or rulebook | [ ]  | [ ]  |  |
| Organisational chart/structure | [ ]  | [ ]  |  |

1. **Board of charity trustees**

| **Document check list** | **Yes** | **No** | **Comment** |
| --- | --- | --- | --- |
| Board roles and responsibilities (such as chairperson, secretary) | [ ]  | [ ]  |  |
| Board induction pack | [ ]  | [ ]  |  |
| Signed code of conduct for all charity trustees | [ ]  | [ ]  |  |
| Conflicts of interest policy | [ ]  | [ ]  |  |
| Declaration of interests form | [ ]  | [ ]  |  |
| Travel and subsistence policy | [ ]  | [ ]  |  |
| Board appraisal/evaluation procedure and forms | [ ]  | [ ]  |  |

1. **Charity trustees’ (board) meetings and minutes**

| **Document check list** | **Yes** | **No** | **Comment**  |
| --- | --- | --- | --- |
| Schedule of charity trustees (board) meetings | [ ]  | [ ]  |  |
| Board papers for each meeting | [ ]  | [ ]  |  |
| Board meeting notices and agendas | [ ]  | [ ]  |  |
| Minutes of charity trustees’ (board) meetings | [ ]  | [ ]  |  |

1. **Checklist for minutes of meetings**

| **Do the minutes include:**  | **Yes** | **No** | **Comment**  |
| --- | --- | --- | --- |
| Date, time and venue of meeting | [ ]  | [ ]  |  |
| Names and roles of attendees, quorum and apologies | [ ]  | [ ]  |  |
| Approval of minutes of previous meeting | [ ]  | [ ]  |  |
| Declarations of conflicts of interest | [ ]  | [ ]  |  |
| Review of activities | [ ]  | [ ]  |  |
| Review of documentation and reports provided | [ ]  | [ ]  |  |
| Recording of decisions taken | [ ]  | [ ]  |  |
| Items for action, responsibility and timeline | [ ]  | [ ]  |  |
| Date and time for next meeting | [ ]  | [ ]  |  |

1. **Board sub-committee meetings and minutes**

| **Document check list** | **Yes** | **No** | **Comment**  |
| --- | --- | --- | --- |
| List of board sub-committees | [ ]  | [ ]  |  |
| Terms of reference for each board sub-committee | [ ]  | [ ]  |  |
| Names of charity trustees serving on each board sub-committee | [ ]  | [ ]  |  |
| Schedule of meetings for each board sub-committee | [ ]  | [ ]  |  |
| Minutes of each board sub-committee meeting | [ ]  | [ ]  |  |
| Does the board understand its role in relation to [Risk Management](https://www.charitiesregulator.ie/media/1693/risk-management-for-charities.pdf)? | [ ]  | [ ]  |  |

1. **Annual General Meetings and minutes**

| **Document check list** | **Yes** | **No** | **Comment**  |
| --- | --- | --- | --- |
| Register of members | [ ]  | [ ]  |  |
| Annual General Meetings notices and agendas | [ ]  | [ ]  |  |
| Minutes of each Annual General Meeting | [ ]  | [ ]  |  |

1. **Volunteers**

| **Document check list** | **Yes** | **No** | **Comment**  |
| --- | --- | --- | --- |
| Volunteer recruitment policy | [ ]  | [ ]  |  |
| Key roles for volunteers | [ ]  | [ ]  |  |
| Volunteer induction pack | [ ]  | [ ]  |  |
| Signed codes of conduct for volunteers | [ ]  | [ ]  |  |

1. **Employees**

| **Document check list** | **Yes** | **No** | **Comment**  |
| --- | --- | --- | --- |
| Employee recruitment policy | [ ]  | [ ]  |  |
| Job descriptions for employees | [ ]  | [ ]  |  |
| Signed contracts of employment | [ ]  | [ ]  |  |
| Signed codes of conduct for employees | [ ]  | [ ]  |  |
| Employee induction pack | [ ]  | [ ]  |  |

1. **Financial**

| **Document check list** | **Yes** | **No** | **Comment**  |
| --- | --- | --- | --- |
| Internal financial controls policies and procedures developed in line with our [Internal Financial Controls Guidelines for Charities](https://www.charitiesregulator.ie/media/1333/internal-financial-controls-guidelines-for-charities.pdf) guidance | [ ]  | [ ]  |  |
| Regular financial updates or financial reports presented to the board | [ ]  | [ ]  |  |
| Annual plans and budgets | [ ]  | [ ]  |  |
| Annual accounts and reports | [ ]  | [ ]  |  |

1. **Legal and regulatory requirements**

|  | **Yes** | **No** | **Comment**  |
| --- | --- | --- | --- |
| Annual reports to Charities Regulator up to date | [ ]  | [ ]  |  |
| Information for the charity on the Register of Charities is up to date including charity trustees and charity contact details | [ ]  | [ ]  |  |
| Annual returns to Companies Registration Office up to date (if applicable) | [ ]  | [ ]  |  |
| Signed service level agreements with funders (if applicable) | [ ]  | [ ]  |  |
| List of all relevant legislation that applies to the charity | [ ]  | [ ]  |  |

1. **Checklist for information to appear on email, website and headed paper**

|  | **Yes** | **No** | **Comment**  |
| --- | --- | --- | --- |
| Charity name | [ ]  | [ ]  |  |
| Registered office address | [ ]  | [ ]  |  |
| Registered Charity Number | [ ]  | [ ]  |  |

1. **Other policies and procedures (if applicable)**

| **Document check list** | **Yes** | **No** | **Comment**  |
| --- | --- | --- | --- |
| Procurement policy | [ ]  | [ ]  |  |
| [Risk register](https://www.charitiesregulator.ie/media/1698/risk-register-template.docx) | [ ]  | [ ]  |  |
| Risk management policy | [ ]  | [ ]  |  |
| Health and safety policy | [ ]  | [ ]  |  |
| Child and vulnerable adult protection policies | [ ]  | [ ]  |  |
| Complaints policy (for example for members, service users the public) | [ ]  | [ ]  |  |
| Charity communications policy | [ ]  | [ ]  |  |
| Reserves policy | [ ]  | [ ]  |  |
| Fundraising policy | [ ]  | [ ]  |  |
| Data protection policy | [ ]  | [ ]  |  |