



# Management Committee Details & Financial Controls.

1. This is treated as a confidential document and is used purely as a tool for assessment of your funding bid.
2. If you are an unincorporated group, you will likely use the term Management Committee or Committee for those that run the organisation
3. If you are a registered charity or CIO please use this to record the details of your Trustees only
4. If you are a CIC please use this to record the details of your Directors only

## Your Organisation's Name.

### Bank Signatories.

Please list the group's bank signatories  
(Including committee members and / or staff)

Please state here if any of your bank signatories are related  
(Including in-laws or partners of relations, or those living at the same address)

### Online Accounts. (please ignore this question if you do not have an online account)

Do you have a dual authorisation system?

### What is a Dual System?

- At least two people involved in online payments (similar to having two cheque signatories) one to input and one to authorise.
- If you do not have a dual system, we would strongly recommend implementing one, if possible.
- In some cases, it may be proportionate and practical for low-value transactions, up to a set limit, to be set-up and authorised by one individual (as with debit/credit cards), but the statements should always go to someone else and be properly reviewed.

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Organisation Credit Cards.	
Do you have a group / company credit card or debit card(s)?	
Who has access to this card (if applicable)?	
What are the maximum withdrawal limits / expenditure limits in place (without requiring prior authorisation from the committee or another trustee /staff member)?	
Who counterchecks ATM withdrawals and Point of Sale transactions made with card(s),	
How frequently are counterchecks undertaken (monthly, quarterly, annually?)	

**Please Note: To send this form by email simply use the submit button on page 4.**

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Role	Name	Address	<b>Skills &amp; Experience Relevant to Your Organisation</b> (We only require a brief line or two i.e. a linked profession / career, previous committee work, former volunteer or member, personal links to group aims)
Chair			
Treasurer			
Secretary			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			

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Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Please email the form directly to us by pressing the <b>submit button</b> on the right. Thank you.			