

# SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

## CHARITABLE FUNDS COMMITTEE

### TERMS OF REFERENCE

#### Membership

1. The Committee shall comprise of at least two Non-Executive Directors. The Committee can invite any member of the Trust to attend.
2. A quorum shall be two Non-Executive Director members.

#### Frequency of meetings

3. The Committee will meet after the end of each financial year to consider the annual accounts, annual report, individual fund balances and investment performance. A minimum of one other meeting will be held during each financial year.

#### Duties

4. To ensure that Charitable Funds held on trust are managed in accordance with the Trust's Standing Financial Instructions.
5. To receive regular reports from the Finance Division covering:
  - Number and value of funds
  - Purpose of funds
  - Income and Expenditure Analysis
6. To receive detailed quarterly investment performance reports from the Trust's Investment Managers.
7. To decide on investment policy.
8. To appoint Investment Managers as appropriate.
9. To decide upon expenditure criteria.
10. To ensure that the requirements of the Charities Acts and the Charities Commission are met.

11. To review the financial implications on any proposal for fund raising activities that the Trust may initiate, sponsor or approve.
12. To provide reports for the Trust Board as appropriate.
13. To consider the Charities Annual Report and Accounts and sign off on behalf of the Trustees. NB. The full Trustees will continue to receive a retrospective memorandum set of accounts via the Trust Board

Last Reviewed : October 2009

Review: Annually