



Scotts Project Office, Delarue Close, Shipbourne Road, Tonbridge, Kent TN11 9NN
Telephone: 01732 367917 www.scottsprjecttrust.org.uk
Registered Charity No. 1051947

Terms of Reference Finance and General Purposes Committee

A committee named the 'Finance and General Purposes Committee' (the Committee) has been delegated by the Board of Trustees (the trustees) of Scotts Project Trust (the Trust) to act as a sub-committee of the Trust.

1. Purpose

- 1.1 The Committee shall be responsible for overseeing the financial and administrative affairs of the Trust, including setting and monitoring standards of financial performance and ensuring the financial sustainability of the Trust.

2. Membership and Attendance

- 2.1 The Committee shall comprise not less than 3 members, including two trustees and the Finance & Administration Manager (F&A Manager).
- 2.2 Committee meetings must have at least 3 members to be quorate. In the unavoidable absence of the F&A Manager, the Facilities Manager and/or the Office Manager may be asked to attend at relevant parts of the meeting to provide information.
- 2.3 The Committee may, from time to time, invite other parties to attend all or part of a meeting of the committee as appropriate. Such persons may be invited to speak but may not vote. The Committee may form sub-committees for particular purposes, agree their terms of reference and receive their reports.

3. Meetings and Conduct of Business

- 3.1 The Committee will meet at least 6 times a year; the Committee Chair may call additional meetings as required and subject to a minimum of 7 day's notice.

4. Remit

- 4.1 The Committee shall have the following specific responsibilities:
 - To consider and make recommendations to the trustees on the annual income and expenditure, and capital budgets of the Trust.
 - To oversee the Trust's finances, financial policies, financial reporting and control systems to ensure the Trust's affairs are conducted in a financially efficient way.



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- To consider and approve (if appropriate) the quarterly management accounts and to monitor performance against the budget, reviewing variances and their financial implications for the Trust
- To oversee the management of the Trust's cash position, its borrowings and its cash flow.
- To consider the Annual Report and Financial Statements and if appropriate recommend them for approval to the Trustees.
- To work with the Trust's auditors on the completion of the annual report and financial statements and to receive reports on the Trust's systems and processes.
- To review the Trust's risks and the measures taken to manage those risks consulting as necessary with the Health and Safety and other committees on relevant matters.
- To act as remuneration committee.
- To oversee the maintenance and improvement of the Trust's properties.
- To oversee the Trust's administration of human resource matters and other aspects of the Administration of the Trust's affairs.
- To oversee the Trust's fundraising activities
- To consider and make recommendations to the trustees on the strategic development of the Trust.
- The committee shall submit regular reports of its activities to the Trustees.
- To carry out such other tasks as may, from time to time, be assigned by the Trustees.

Date: 23.9.14

File Office Admin/General Office/F&GP Terms of Reference