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**ACCOUNTING  
OUTSOURCING**

**9 QUEENS ROAD  
ABERDEEN  
AB15 4YL**

**TEL: 01224 625111  
FAX: 01224 626007**

**email: [accountants@aab.co.uk](mailto:accountants@aab.co.uk)  
web: [www.aab.co.uk](http://www.aab.co.uk)**

## Trustees' induction pack

As trustees become more aware of their responsibilities they are frequently asking for more information to help them fulfil these responsibilities. A very useful way of doing this is to ensure that the new trustees undergo an induction process. As part of this process the new trustee should receive an induction pack which provides them with sufficient material to enable them to understand the charitable purposes of the organisation, its financial position and the current issues. Induction material should always contain the charity's governing document, in addition to the latest accounts and recent minutes. However, the contents of an induction pack will depend on the size and nature of each charity and the list below provides suggestions for the contents of an induction pack:

### What the charity does:

- Copy of the charity's constitution or governing document
- Up to date information about the activities of the charity and any statement of the values of the charity
- Copy of planning documents - strategic plan/business plan/budget/cash flow forecasts

### Finances

- Most recent annual report and accounts
- Most recent management accounts

### Board papers

- Copies of the minutes of the last three Board meetings
- Agenda for the next Board meeting
- Note of any future meeting dates

### Organisational structure

- Organisational chart with job descriptions for key staff and details of other staff
- Contact details for other trustees/senior management team

### Governance

- Organisational structure including remit of any sub-committees
- Charity trustee “job description” including role, responsibilities and liabilities
- Copy of Trustees’ Code of Conduct
- Details of any Conflict of Interest requirements
- Copies of any relevant policies e.g. investments, reserves, recruitment and induction of trustees
- Details of delegated authorities e.g. to office bearers
- Copy of last risk management report

### OSCR Guidance Booklets, in particular:

- Guidance for Charity Trustees
- Scottish Charity Accounts - a guide to the 2006 regulations



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