

**Level One Hallmark
Charity Administration and Management**

Please arrange for a minimum of two people and **no more than four** to be present at the visit, one of whom should be an officer of the committee. It would be helpful if one of these could be a representative from a user group.

Documentation to be made available to the visitors by the committee:

1. Minute book/file (with agendas) for all meetings including the AGM.
2. A copy of the accounts to be sent with entry or as soon as possible before the visit.
3. Daily record of all receipts and payments (book or computer records).
4. A copy of the charity's Annual report.
5. A copy of the Trust Deed or Charity Commission scheme or Community Association Constitution ie the governing document of the charity.
6. Booking diary/calendar.
7. Hiring Agreement and returned booking form including any instructions to hirers.
8. Insurance policy and certificate.

Any other paperwork you feel would be useful for the visitors to see to back up your management of the hall.