**Tenants and Residents Organisation CHECKLIST:**

**Essential Steps for Accounting\**

1. Must have a group account

2. Must not sign blank cheques

3. Must be three signatories on the account details with any two of the three signatories able to sign the group’s cheques

4. Must have a chequebook and minimise cash payments

5. Must keep records and receipts for any cheque or petty cash transactions

6. Must keep the petty cash float to a maximum of £50

(Please tick)

Ο Have a set of rules (constitution), which at least includes the essential clauses contained in the Sandwell Council’s model constitution.

Ο Hold an Annual General Meeting (AGM) every year to which all tenants on the estate covered by the group are invited.

Ο Ensure that the outgoing Chair, Treasurer or Secretary notifies SCIPs (Sandwell Council) if they resign and the names of their replacement in writing. No further grants will be administered until updated.

Ο Co-operate with the Council in carrying out any monitoring or evaluation procedures as required by the Council including allowing the Council access to any premises used by the group and copies of Minutes or information relating to the group.

Ο The Council has a duty to protect the public funds it administers and to this end requires all elected Treasurer’s to undertake training as requested.

Ο Maintain a properly established bank account to which there shall be three signatories, any two of whom must sign all cheques. Signatories should not be from the same household or related directly.

Ο Keep up to date records of its income and expenditure which should be available at all times for inspection by Officers of the Communities Team (SCIPs).

Ο Submit their records with all supporting documents for independent inspection as and when required

Ο Use the money allocated for the reasons specified in their application and no other purpose without first receiving consent from Communities Team, Sandwell Council.

Ο Not sell or otherwise dispose of any piece of equipment purchased with the grant without first consulting the Communities Team.

Ο Ensure that all efforts are made to involve all the people on the estate served by the group, namely to:

* Promote the inclusion of tenants from communities to work with the Council to improve services.

Ο Ensure that the grant is not used to publish any material which would appear to favour any political party.