

Knowsley Town Council

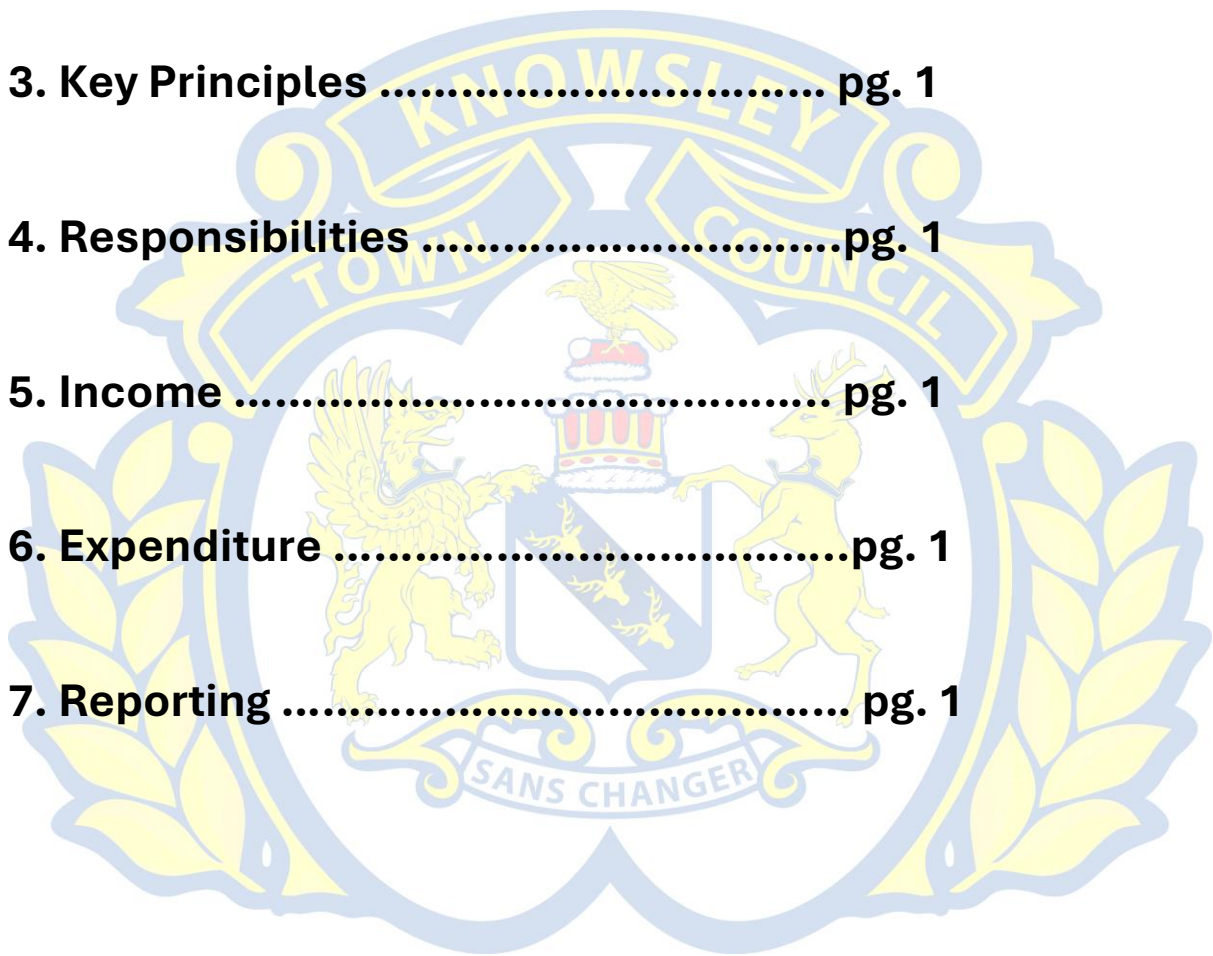


Mayor's Charity Fund Policy

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Knowsley Town Council

Mayor's Charity Fund Policy

1. Purpose

To ensure the transparent and responsible management of the Mayor's Charity Fund, which is used to support local charitable causes during the Mayor's term of office.

2. Scope

This policy applies to the Mayor, Clerk/RFO, and any officers or volunteers involved in the collection, handling, or distribution of funds raised under the Mayor's Charity banner.

3. Key Principles

- The Mayor's Charity Fund is **separate from the Council's general funds**.
- Funds are used **exclusively for charitable/community benefit** purposes.
- All income and expenditure must be **accounted for and recorded**.

4. Responsibilities

- The **Mayor** shall nominate the beneficiary or beneficiaries, subject to Council noting or endorsement.
- The **Clerk/RFO** will maintain a dedicated income/expenditure record.
- Bank transactions must go through the Council's account but be identified clearly as Mayor's Charity.

5. Income

- Fundraising events, donations and sponsorship must be receipted and banked promptly.
- Cash handling should be minimised and, where necessary, counted in the presence of two individuals.

6. Expenditure

- All purchases must be approved by the Clerk/RFO.
- Surplus funds may be retained or rolled forward at year-end for future mayoral terms only with Council approval.

7. Reporting

- A summary report will be presented at the end of each mayoral year.