



**ETHIOPIAN HERITAGE TRUST (UK)  
OPERATING PROCEDURES**

**Issue 2  
24-11-20**

<b>Issue:</b>	<b>2</b>	
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**History of Change**

Issue	Date	Modified Paragraph	Description
Draft	18-09-2017	All	Creation of the document
Draft 1.1	18-09-2017	§1, §2, §4, §6	Updates from Michael Sargent.
1	11-10-2017		All comments accepted. Issued as Issue 1.
2	24-11-2020		Changes to many sections. Issued as Issue 2.



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## 1. Introduction

This document outlines the Operating Procedures for the Ethiopia Heritage Trust (UK).

## 2. Related Documents

The following related documents and information comprise the operational documents for the Ethiopian Heritage Trust (UK).

Document	Description
Ethiopian Heritage Trust (UK) Operating Procedures	This Document
Ethiopian Heritage Trust (UK) Constitution	Document sets out the Constitution of the Ethiopian Heritage Trust (UK). A new Constitution was formally adopted on 16 February 2020 and is valid for the lifetime of the Trust unless changes are agreed at an AGM or at a General Meeting.
Accounts	Record of all monies received and all monies transferred in a Spreadsheet. See \$4.
Meeting Records	Minutes will be kept of Trustees' meetings, of the AGM and of any General Meetings. See \$4.
Outgoing Transactions	Records will be kept of all outgoing transactions. See \$5.
Data Protection	Set out in the Data Protection Manual. See \$9

## 3. Code of Conduct

Anyone conducting business on behalf of the Trust must conduct themselves in an ethical and legal manner and in accordance with the aims and objectives of the Trust as set out in the "Ethiopian Heritage Trust (UK) Constitution".



#### **4. Record-keeping**

Minutes will be taken and kept of Trustees' meetings, of the AGM and of any General Meetings.

Financial records will be kept that record and explain every transaction, whether incoming or outgoing.

A record will be kept of all members and donors.

Payments can be made to the Trust using Paypal, accessible from the Trust website.

#### **5. Authorisation of Outgoing Transactions**

All outgoing transactions must be authorised by two Trustees.

#### **6. Auditing**

The records of the Trust will be inspected annually by an external auditor. The main findings will be presented at the AGM. A copy of any report will be made available to any member upon request.

#### **7. Confidentiality**

Personal details of staff, trustees, members, etc. must be kept secure and not available, except to those who have a valid reason to access them. The Trust will abide by the UK Data Protection Act(s) and has compiled a Data Protection Policy.

#### **8. Data Backup**

The Trust's significant records will be backed up monthly (on site) and quarterly (off site).

#### **9. Gift Aid**

Applications are made periodically to the U.K. Revenue to reclaim tax paid by U.K. taxpayers who have made donations or paid membership fees to the Trust.



## **10. Charity Commission**

According to their regulation, a return will be made at the end of each financial year to the Charity Commission.

**END OF DOCUMENT**