

Letter of Assurance 2020

The trustees of Mothers’ Union in the diocese of …………………………………………….. are aware of their responsibilities to act within the laws of the country in which they are registered and their own constitution. They have considered the relevant requirements in the following areas and have taken steps to ensure that they comply with these:

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| --- | --- |
| Activity | Requirements |
| Card Processing (PCI DSS) | Meet the requirements to process card payments securely |
| Charity Reporting and Accounting requirements | Complete and return an annual trustees’ report and accounts to either:  The Charity Commission (England & Wales)  Office of the Scottish Charity Regulator  Charity Commission for Northern Ireland  Charities Regulatory Authority (Republic of Ireland)  The General Registry (Isle of Man). |
| Data Protection | Follow the guidelines of the Information Commissioner’s Office (the Data Protection Commissioner in the Republic of Ireland) |
| Employing Staff | Comply with current employment legislation of the country in which you are registered to work, including:   * Operating a PAYE scheme if required * Paying the appropriate National Living/Minimum Wage * Auto-enrolling those who qualify into a workplace pension |
| Food Safety and Hygiene | Conform to the requirements of the Food Safety Act 1990 |
| Gift Aid | Follow HM Revenue & Customs regulations relating to your Gift Aid processes and collections |
| Health & Safety for Volunteers | Adhere to a Health & Safety policy |
| Insurance | Have adequate insurance cover for public liability and employer liability (including volunteers) |
| Making Toys | Conform to the Toy Safety Regulations 2011 |
| Retention of Records | Meet the legal requirements regarding the retention of documents |
| Safeguarding | Adopt the safeguarding policy and procedures of the Anglican Diocese/Province in which you operate |

Signature: …………………………………………….. Date: …………………………………….

Diocesan President/Trustee

on behalf of the Diocesan Trustee Board

*To be returned to:*

*Central Services, Mary Sumner House, 24 Tufton Street, London SW1P 3RB by 30 April 2020*