Running your charity

This guidance is to assist charity trustees in understanding their duties and encourage them to adopt good practice when running their charity.

**KEY SECTIONS**

- **Duties and responsibilities of charity trustees**
  Sets out who can be a charity trustee, the relevant legal obligations and the duty to act in the best interests of the charity.

- **Finance, funding, reporting, accountability**
  Sets out key duties relating to the register of charities, financial record keeping and reporting, fundraising, serious incident reporting and dealing with a merger or closure.

- **Operating the charity for the public benefit**
  Information on operating the charity for the public benefit including access to facilities, membership, charging, addressing any risk of harm, and equality considerations.

- **Good governance**
  Sets out important considerations when running a charity including the Code of Good Governance, conflicts of interest, charity trustee remuneration and expenses, safeguarding and political activity.

- **Risk and insurance**
  Sets out the types of risk that a charity may face, the responsibilities of charity trustees in managing risk, details of types of insurance that may be relevant.