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| |  | | --- | |  |   **Example Template** |

**TRUSTEE / DIRECTOR DECLARATION OF BUSINESS AND PERSONAL INTEREST**

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| --- | --- | --- | --- |
| **Name**: |  |  |  |
|  |  |  |  |
| Position: | Trustee/ Director | ¨ |  |
|  | Advisor to the Board | ¨ |  |

I, [insert name] declare that I hold the following personal and/or pecuniary interest(s)

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| --- | --- |
| **Pecuniary interests** | **Please provide details of the interest &** |
| Current employment |  |
| Businesses (of which I am a partner or sole proprietor) |  |
| Company directorships – details of all companies of which I am a director |  |
| Charity trusteeships – details of all charities /companies of which I am a trustee |  |
| Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general  control or management |  |
| Gifts or hospitality offered to you by external bodies while acting in your position as a trustee and whether this was declined or accepted in the last 12 months |  |
| Contracts offered by you for the supply of goods and/or services [insert name of the organisation] |  |
| **Personal Interests** |  |
| Related Party – name of anyone related / personally connected to me who is involved with [insert name of organisation ] |  |
| Any other conflict? |  |

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at [insert organisation name] when such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and inform the Company Secretary / Business and Office Manager if any changes occur within the year.

|  |  |
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| **Signed:** |  |
| **Date:** |  |

**Notes for completion of Declaration of interest and Related Party Transactions**

In accordance with requirements set out in Charity Law [insert organisation name ] must hold a register of interests which captures the relevant business and pecuniary interests of all Trustees/ Directors or Associate members including:

* Directorships, partnerships and employment with businesses that provide goods or services to the Company/charity ;
* Appointments (voluntary or otherwise), e.g. trusteeships, directorships, local authority membership, tribunals, etc., including at other educational institutions and charities and irrespective of whether there is a trading relationship with the Company/charity;
* Any gifts or hospitality offered by external bodies in the last twelve months and whether this was declined or accepted;
* Caring responsibility / family relationship with any client in receipt of [insert organisation name] services;
* Family connections where relevant, such as a spouse/partner working for a similar organisation or funder;
* Any contractual relationship with the Company/charity ; and
* For each interest: the name of the business, the nature of the business, the nature of the interest, and the date the interest began.

The register must also identify any relevant material interests arising from close family relationships between Trustees/ Directors and senior employees.

‘**Related Party’ and ‘Related Party transactions’** are terms used in financial reporting and accounting to draw attention to the fact that the financial position and profit or loss of an organisation has been affected by the existence of related parties and by transactions and outstanding balances with such parties. This may arise where one party has control or influence over the other, or where the parties are subject to common control. This includes parent companies and their subsidiaries, key management personnel including company directors, their close family members and other entities in which these parties have a controlling interest.

Related party transactions will be disclosed in the company financial statements which are submitted to Companies House . Such transactions are permitted under company law and charity law provided that open and transparent procurement procedures have been followed and any potential conflicts of interest have been adequately and appropriately managed.

**If you are in doubt about the relevance of a business or third party connection please disclose to ensure complete transparency.**