

# Safety Guidelines

## For WIs and their Trustees on-line

All WI trustees have a duty to manage their charity's resources responsibly and ensure that funds are properly protected, applied and accounted for.

**BE AWARE** If considering Banking on-line or carrying out bank transfers at your WI [Internal Financial Controls for Charities \(CC8\)](#) – see Charity Commission website

## Think Smart:

- S** Stay safe and don't give information to people you don't know
- M** Manage 'Friends' and set security settings on Social Media
- A** Accepting emails and opening attachments from people you don't know can cause enormous problems – don't open them
- R** Reliability – check information before you pass it on and think 'Data Protection'
- T** Tell someone if you have been scammed – Help Fight Fraud - <http://www.actionfraud.police.uk/>

Back up files and financial information to a dedicated 'WI' memory stick

Have a protocol in place in-case of fraud

## Safeguard Your WI on-line

### Further Information

CFWI 11 White Friars, Chester. CH1 1NZ

Tel: 01244 347462 [sec@cheshirewi.org.uk](mailto:sec@cheshirewi.org.uk)

[www.cheshirewi.org.uk/sub-committees/website-social-media](http://www.cheshirewi.org.uk/sub-committees/website-social-media)

<https://www.gov.uk/government/organisations/charity-commission>



If WI income exceeds £5,000 per annum a WI must register with the Charity Commission, if the income exceeds £10,000 per annum an annual return must be completed for the Charity Commission online.

Protect Your members by not giving personal details to any on-line organization.

Have a dedicated email address which stays with the WI

The World Wide Web is open to the public, be careful what information is posted on it.

Financial Statements must be independently examined and presented to the members annually. Don't publish finances online