## **SECTION 268 RESOLUTION FLOWCHART**

Trustees identify Trust Fund and Receiving Trust **Fund** Obtain written confirmation from Receiving **Trust Fund** PCC Meeting to formally resolve to consolidate Trust Funds and nominate date of transfer. Minutes to be signed Trustees prepare and sign s.268 Resolution Send Resolution, signed Minutes and confirmation letter to LDBF for approval and signature (if Custodian Trustee) LDBF returns approved/signed Resolution (if necessary) Submit Resolution, Minutes of Meeting and confirmation letter to Charity Commission (on line / post) Charity Commission rejects Resolution submit further information or follow Public **Charity Commission approves Resolution** Notice procedure as advised. **Notify Charity Commission Public Notice** Transfer funds to Receiving Trust Fund on procedure completed (on line / post) nominated date **Charity Commission approves Resolution** Notify Charity Commission of funds transfer (on line / post) Transfer funds to Receiving Trust Fund on the nominated or later date Notify Charity Commission of funds transfer

(on line / post)