



SETTING UP A NEW ASSOCIATION

The one page guide to getting you started

OBJECTIVES

What are you trying to achieve?

Statement of purpose

Byelaws/standing orders/protocols

LEGAL STATUS

What sort of company is best for you ?

Company limited by guarantee

Unincorporated association

Other

FINANCIAL

Set up and running costs

Liability for formation costs

Budget

VAT status

Tax status

Banking arrangements

- appointment of bank

- bank mandate etc.

HUMAN RESOURCES

Who is involved?

Director

Formation of founding committee

Volunteers

- skills

- time availability

Secretariat support