

BOOK REVIEW

Running a Charity by Francesca Quint, Barrister,
Jordans 1994 £12.50 UK net Paperback 154 pages.

Books on charity law and charity practice come in all sizes: thick tomes, neat compendious hardbacks, and paperback guides. Francesca Quint's *Running a Charity* comes into the third category and is none the worse for that. It is described in the publisher's blurb as "a clear, readable guide to the legal, financial and management aspects of running a charity under the strict new regime imposed by the Charities Act 1992 and 1993". Its author is a practising barrister specialising in charity law who was formerly a Deputy Charity Commissioner. Accordingly the book is shot through with insights which that experience provides.

The book falls into effectively six parts. Chapter 1 deals with the questions what is a charity? who is a charity trustee? and goes through the responsibilities of charity trustees ending with a list of examples of charitable status. The second chapter gathers under the heading of 'Constitutional Requirements' not merely setting up, the choice of legal form, registration and changes to the constitution, but also amalgamation winding up and examples of cy-près schemes. 'Money and property' are dealt with in Chapter 4 where matters such as accounting, tax, insurance, investment, land transactions and fundraising are dealt with; and sponsorships and trading are also covered. Chapter 4 headed 'Management' covers choice of trustees, trustee meetings and the useful subject of dealing with professionals based on some field work in the area. Equally practical and based on management practice feed-in is a section on good management, which is followed by useful tips concerning the charity's premises, training and troubleshooting. All of this is intensely practical. Chapter 5 is a welcome perspective on Europe and charities.

The book concludes with Appendices setting out common forms: a declaration of trust, a constitution for a charitable unincorporated association and a memorandum and articles of a charitable company. These are accompanied by a grant agreement, a fundraising agreement, and a deed of covenant. Official addresses and helpful organisations are listed. There is a useful reading list and a salutary list of 'Popular Misconceptions about Charity Law'.

The whole guide is written in a clear and very readable way without any footnote references or indeed citations. So it is slanted very much in favour of the layman and not the lawyer. It is packed with perceptive comment and can be thoroughly recommended to charity administrators. Legal practitioners could also benefit from reading this wise guide.