

POLICIES AND PROCEDURES OVERSIGHT DOCUMENT

For

The British Society for the History of
Mathematics (BSHM)

Date of last review and adoption by BSHM Council: 27 April 2026

Contents

Section headings are hyperlinked; ctrl+click on any section heading to be taken to that section.

1. Introduction	2
2. Periodic Reviews	3
3. Management structure of the Society	3
4. Conflict of Interest Policy	4
5. Society Activities	4
6. Privacy Policy	5
7. Safeguarding.....	8
8. Website and Social Media	8
9. Cookies Policy	9
10. Financial Record Keeping	10
11. Internal Charity Financial Controls.....	11
12. Financial Reporting	13
13. Risk Assessment.....	13
14. Complaints Procedure.....	13
Appendix A Contracts, Donors, and Beneficiaries.....	15
Appendix B Financial Risk Assessment	16

1. Introduction

These **POLICIES AND PROCEDURES** have been adopted by the Council of the British Society for the History of Mathematics (the “Society”) by resolution in order to meet the requirements of UK Company Law and the UK Charity Commission.

The British Society for the History of Mathematics (BSHM) is an Incorporated Charity, meaning it is both a charity, registered with the UK Charity Commission (no. 1061229) and a company limited by guarantee, registered with UK Companies House (no. 03323816).

In these Policies and Procedures, except where otherwise provided, the definitions and interpretation are as set out in the Articles of Incorporation of the Society (the “Articles”). These Policies and Procedures supplement but do not override the provisions of the Articles of the Society.

These policies and procedures, as well as the Articles of Association, are available on the BSHM website at <https://bshm.ac.uk/about-us/>

2. Periodic Reviews

The Constitutional Documents of the Society must be reviewed by the Council at least every five years, or sooner if the need arises. The next such review is due by **31 December 2031**.

In compliance with the relevant charity laws, a review of the Risk Assessment and a review of how the Charity is meeting its objectives must be considered by BSHM Council each year. These Policies and Procedures should also be reviewed annually, or more frequently as required by Council.

The results of such reviews should be recorded in the Minutes of the relevant Council Meeting, together with any consequential actions determined by the Council to be necessary.

3. Management structure of the Society

The management structure of the Society is set out in the Articles. The Council of BSHM is elected at the AGM to serve for the whole of the following calendar year.

Managing Officers

The current managing officers of the Society (Trustees, Council members, and other officers) are listed on the BSHM website <https://www.bshm.ac.uk/people>.

The following managing officers of the Society serve on BSHM Council.

President
Immediate Past President (for one year following a term as President)
Vice President (for one year preceding a term as President)
Secretary
Treasurer
Membership Secretary
Communications Officer
Meetings Coordinator
Education Officer
Web Administrator (WebAdmin)
One or more Elected (ordinary) Council Members

The Journal Editor may be, but is not required to be, a member of Council.

The roles and responsibilities of the managing officers are set out in Section 9 of this document: [Officers and Responsibilities](#).

4. Conflict of Interest Policy

A conflict of interest arises where the commitments and obligations owed to the Society by a member of its Council are likely to be compromised, or may appear to be compromised, by: a) personal gain, or gain to immediate family (or a person with whom an individual has a close personal relationship), whether financial or otherwise; or b) the commitments and obligations that the Council member owes to another person or body.

At each Council meeting, attendees will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the Council minutes. If the chair of the meeting deems it appropriate, the member shall absent themselves from all or part of Council's discussion of the matter. If the matter goes to a vote, then the member (if still present) will be asked to abstain.

5. Society Activities

Meetings

The Society organizes meetings throughout the year, including regular meetings such as Research in Progress, the Christmas meeting, and the annual BSHM-Gresham joint lecture.

Policy on Engaging external speakers at events

The Society hosts external speakers at most of its events. Speakers do not normally receive a fee, but reasonable travel, accommodation and subsistence expenses are reimbursed.

Journal and e-News

The Society publishes the *British Journal for the History of Mathematics (BJHM)*, to which all members have a subscription, and issues regular e-News bulletins for members.

Prizes

The Society awards the following Prizes. More detail is available on our website.

- **Schools Prize:** in 11-15 and 16-18 age categories. Awarded each academic year. <https://bshm.ac.uk/prizes/#schools>
- **Undergraduate Essay Prize:** awarded each academic year. <https://bshm.ac.uk/prizes/#undergraduate>
- **Taylor and Francis Early Career Prize:** awarded once every three years, the prize is for the best paper by an early career researcher published in the society's journal, the *British Journal for the History of Mathematics*. The 2025 award considers papers published in 2022, 2023 or 2024. <https://bshm.ac.uk/prizes/#taylor>
- **Neumann Prize:** the prize is awarded in odd-numbered years for a book in English (including books in translation) dealing with the history of mathematics, aimed at a non-specialist readership, published in the year of the award or up to two years previously. (For example books published in 2023 or later were eligible for the 2025 Neumann prize.) <https://bshm.ac.uk/prizes/#neumann>

- **Hirst Prize:** for academic contributions to the history of mathematics. Awarded in odd numbered years jointly by the London Mathematical Society and the BSHM; the next award is in 2025. The BSHM President serves on the Hirst Prize Committee, and chairs it every fourth year; next in 2027. More detail at <https://bshm.ac.uk/prizes/#lms>

Grants and Awards

The Society has grant schemes including the Small Grant Scheme, and Council may, at its discretion, award one-off grants in accordance with the Society's charitable aims. The Society also runs HiMEd lectureships which support historians of mathematics to offer free talks in schools.

6. Privacy Policy

The following Privacy Policy has been adopted by the Society.

The UK General Data Protection Regulation (UK GDPR), a law with effect from 25th May 2018, requires all UK Societies, Charities, Companies and other Organisations who keep personal information about their members and supporters to account for their privacy procedures, and to obtain written consent from those members and supporters to store and use that information. The EU General Data Protection Regulation (EU GDPR) additionally applies similarly to such Societies with members in the EEA (European Economic Area).

This Privacy Statement explains what personal information we hold about you, why we hold it, how we share it, how we obtain it, how we protect it for you, how long we keep your data and how we remove it, and how you can access or correct your information or have it removed from our files if you so wish.

What information we hold

We hold the following information about BSHM members: Title, Name, Postal address, Email address, Telephone number, Year of birth (if under 25 years old). For members who pay their subscriptions by Direct Debit we also hold Bank or Building Society name and address, branch sort code, account name and account number. For competition entrants we also hold name and address of School attended (Schools Plus Competition), and University/College name, Title of degree (Undergraduate Essay Prize). For Grant Scheme applicants we also hold name and contact details of the Referee.

Any information supplied by you to other agencies (such as PayPal or Eventbrite) when paying membership subscriptions or booking online to attend BSHM or non-BSHM events is subject to the Privacy Policies of those agencies. Such agencies may store your data outside the United Kingdom.

We may occasionally collect additional information from members regarding protected characteristics, such as age, gender, ethnicity, and disability ("protected personal data").

Why we hold this information

The information we hold enables us to communicate with you by post or by email. It enables you to receive BSHM journals (printed and electronic) and e-Newsletters, and the journals of other organisations according to the selections you made when you applied for BSHM membership. For members who pay their subscriptions by Direct Debit the information we hold enables your payments to be processed.

Protected personal data will be used solely for the purposes of monitoring the Society's standards of Accessibility and Diversity and to ensure that event attendees have their requirements met. It will be collected anonymously, available only to BSHM Council and then only in aggregated and anonymised form, except where specific provisions are required for event accessibility.

How we share this information

We share your personal information only with trusted third parties.

We share your Title, Name, Postal address, Email address, Telephone number and Year of birth (if under 25 years old) with Membermojo Ltd., an organisation that provides online membership administration to clubs, societies and charities, and through whom your data is collected and stored. Membermojo enables members to join, renew membership and maintain their own details online. It also distributes group emails, such as e-Newsletters, to the membership for us. Your data is stored and managed by Membermojo according to their Privacy Policy.

We share your Name, Address and BSHM ID No with the publisher Taylor & Francis to enable them to send you the BSHM Journal. For those members wishing to access the BSHM Journal electronically, we share your email address with Taylor & Francis. For those members also subscribing to *Historia Mathematica* (publ. Elsevier) and/or requiring reciprocal membership of CSHPM (Canadian Society for the History and Philosophy of Mathematics), we share your Name, Address and BSHM ID No with those organisations; CSHPM also receive your email address. This information supplied to Taylor & Francis and to Elsevier is protected by them according to their Privacy Policies.

Your personal information may be transferred, and stored and processed, outside the United Kingdom if you have chosen to subscribe to *Historia Mathematica* or to take reciprocal membership of CSHPM. We ensure that measures are in place such that it is managed in compliance with UK Data Protection Law.

We do not share any other information we hold about you, including protected personal data.

How this information is obtained

The information we hold about members is obtained from the BSHM Membership Form you completed when applying for or renewing your BSHM Membership. The online form is supplied and administered by Membermojo Ltd., while a paper form may be completed by those who do not have online access. The information we hold about grant applicants or competition entrants is obtained from the application/submission form you completed when applying/entering.

Protected personal data is gathered through the text you enter in the "Specific accessibility requirements" field in event registration forms, and through special-purpose demographic questionnaires. These latter will be clearly marked as such when sent to you.

How this information is protected

The information we hold about you is stored by Membermojo Ltd. on their secure servers: all servers and backups are hosted in secure UK facilities. Security and access controls are provided by Membermojo for your data. In the unlikely event of a data breach, the member concerned will be notified immediately.

Protected personal data is held on the BSHM website, hosted by Krystal, and is not backed up to any other location. It may be downloaded and processed by the Webadmin temporarily in order to perform aggregation. Once this is complete, the non-aggregated data is deleted from all locations.

The society's officials will only share members' data with each other by email if absolutely necessary, and in those cases will ensure that only society email addresses are used.

How long we keep your information

We keep your information for as long as we need it for the purposes for which it was collected. If your membership ceases, owing to your resignation from the Society or non-renewal of your annual subscription, then we shall delete your information from our database after 6 months. There is one exception to this: we will keep your name and the dates during which you were a member of the Society indefinitely, for reasons of creating a historical record. If you entered a competition or applied for a grant, then we shall delete your information from our database once the award process has been completed.

If you request us to remove the information we hold about you, then we will do so. However, we shall then be unable to communicate with you or to send you the journals that you have subscribed to.

Protected personal data will be stored in non-aggregated form only for as long as is necessary to aggregate the data. It will then be removed.

How your information is removed

If your data has to be removed from our database it will be deleted securely and permanently.

Links to other websites

We may provide you with links to other websites. We cannot be held liable to you for any issues arising in connection with their content, services or use of your information. We recommend that you review the Privacy Policy on each website in order to understand how they might process your data.

Lawful basis for processing

We are required to obtain your written consent as a lawful basis to hold and to use your personal information to communicate with you. Consent for children must be given by the child's parent or custodian. This consent must be explicit for the data collected and the purposes the data is used for. We seek this consent from you on the Membership, Prize and Grant Forms. Only on receipt of your consent can we continue to communicate with you. You have the right to withdraw your consent at any time, using our website Contact form: <https://www.bsham.ac.uk/contact>.

Protected personal data surveys will require informed, opt-in consent at time of gathering. You may contact us to withdraw your personal data any time before the data is aggregated, after which point it will not be possible to separate your specific data for removal.

Your rights

You have the right to see copies of the personal information that we hold about you. You also have the right to ask us to stop or limit the processing of your data, to correct or update your data, to transfer your personal data from one electronic processing system to another, or to delete your data. In such cases we will ask for proof of identity before passing on any information to ensure your confidentiality. You can submit a request to us using our website Contact form: <https://www.bsham.ac.uk/contact>.

7. Safeguarding

There are regulatory requirements when providing services for young people (under 18) and vulnerable adults. The Society is of the view that we do not provide services, in the sense meant by regulatory bodies, to children or vulnerable adults. None of the Society's activities involve working with vulnerable adults. There are three categories of the Society's activities that may involve children:

- Essay Prizes: The Society awards essay prizes in 11-15 and 16-19 categories. Entrants submit their essays online; winners and runners-up are contacted by email. Any email communication with those we know to be under 18 should be sent from BSHM email addresses, copied where possible to a parent/carer, and copied to another officer of the Society. Prize-winners are invited to the award ceremony which is part of an event run by Gresham College; under 18's are required to be accompanied by a parent or guardian.
- HiMEd lectures: The Society's HiMEd (History in Mathematics Education) lecturers give free talks in schools and colleges. These are supervised with school staff present throughout, and the lecturers follow the safeguarding requirements of the school/college in question. The Society may nevertheless ask HiMEd lecturers to complete a DBS check.
- Attendance at Society events. The Society stipulates that under 18's attending Society events must be accompanied by an adult.

8. Website and Social Media

- Annual review of website, archiving/removal of old material.
- WebAdmin to carry out periodic software updates as needed.
- WebAdmin plus at least one other Council member to have editing rights.

- Annual review of social media accounts run by the Society. Each account to have at least two people with admin rights.

9. Cookies Policy

The following is the BSHM Cookies Policy.

1. Introduction

1.2 By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

2. Credit

2.1 This document was created using a template from [SEQ Legal](http://www.seqlegal.com) (<http://www.seqlegal.com>).

3. Cookies

3.1 Our website uses cookies.

3.2 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

3.3 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

3.4 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

3.5 We use both session and persistent cookies on our website.

3.6 The names of the cookies that we use on our website, and the purposes for which they are used, are set out below:

(a) *has_js*: indicates whether the user's browser has Javascript enabled

(b) *_ga*: this is used by Google Analytics to distinguishes unique users by assigning a randomly generated number as a client identifier. It is included in each page request in a site and used to calculate visitor, session and campaign data for the site's analytics reports. By default it is set to expire after 2 years.

(c) *__gat_google_analytics*: this is used to throttle the request rate, limiting the collection of data on high traffic sites. It expires after 10 minutes.

3.7 Most browsers allow you to refuse to accept cookies; for example:

(a) in Internet Explorer (version 11) you can block cookies using the cookie handling override settings available by clicking "Tools", "Internet Options", "Privacy" and then "Advanced";

(b) in Firefox (version 36) you can block all cookies by clicking "Tools", "Options", "Privacy", selecting "Use custom settings for history" from the drop-down menu, and unticking "Accept cookies from sites"; and

(c) in Chrome (version 41), you can block all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Content settings", and then selecting "Block sites from setting any data" under the "Cookies" heading.

3.8 Blocking all cookies will have a negative impact upon the usability of many websites.

3.9 If you block cookies, you will not be able to use all the features on our website.

3.10 You can delete cookies already stored on your computer; for example:

(a) in Internet Explorer (version 11), you must manually delete cookie files (you can find instructions for doing so at <http://windows.microsoft.com/en-gb/internet-explorer/delete-manage-cooki...>);

(b) in Firefox (version 36), you can delete cookies by clicking "Tools", "Options" and "Privacy", then selecting "Use custom settings for history" from the drop-down menu, clicking "Show Cookies", and then clicking "Remove All Cookies"; and

(c) in Chrome (version 41), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Cookies and other site and plug-in data" before clicking "Clear browsing data".

3.11 Deleting cookies will have a negative impact on the usability of many websites.

4. Our details

4.1 The website <https://www.bshm.ac.uk/> is owned and operated by the British Society for the History of Mathematics (BSHM).

4.2 We are registered in England as a company limited by guarantee (no. 3326816) and as a charity (no. 1061229). Our registered office is c/o Hamilton-Eddy & Co., 39 Tamworth Road, Croydon, CR0 1XU, UK.

4.3 Our principal place of business is at c/o Hamilton-Eddy & Co., 39 Tamworth Road, Croydon, CR0 1XU, UK.

4.4 You can contact us by writing to the business address given above, by using our website contact form, or by email to hon.sec@bshm.ac.uk.

10. Financial Record Keeping

The following relate to financial records required to be retained. Whilst every attempt has been made to ensure consistency between this policy and the GDPR policy, the provisions of this paragraph will be overriding in the event of inconsistency.

Records of the following must be kept in a readily accessible form and maintained for at least six years from the end of the last company financial year they relate to:

- All financial transactions
- Names and addresses of all directors
- Minutes of Director and Member Meetings
- Details of any high value* contracts for goods and services. Such details are held in the register included in Appendix A.

*A contract will be deemed "high value" if its value is **£5000** or over¹.

Financial statements are prepared annually, as at 31 December each year. The Society has resolved that these Financial Statements will be independently reviewed.

¹ This figure will be updated periodically to reflect inflation. Last updated: January 2025.

Financial Statements should be filed with the relevant authorities within the statutorily required reporting period.

11. Internal Charity Financial Controls

Principles

The Financial Controls meet the following principles:

- All funds must pass through the Society's bank account. Where possible this should be by direct bank transfer. Cheques made payable to the Society should be paid into the Society's bank account. Any low value amounts (e.g. donations taken through collections) may be received in cash but should be banked promptly thereafter. Any exceptions should be agreed by the Council in advance.
- A minimum of two directors (being unconnected persons) must be involved in the release of funds from the Society above an agreed limit approved by Council.
- The assets of the Society will be held in the Society's bank accounts separate from the assets of any other entity. In the unlikely event that this is not possible for any reason, then the alternative arrangements should be agreed by the Council.
- Policies and Procedures appropriate to financial controls must be followed as published by regulatory bodies. In particular, appropriate financial information must be provided to the Council at least annually, or more frequently as required by the Council from time to time.
- Generally accepted accounting practice will be followed together with appropriate accounting controls and reconciliations to ensure that all records of cash collected and expensed are complete and accurate.

Investing Charity Funds

Charity funds will be invested in UK bank or building society accounts that are regulated by the Financial Conduct Authority. The Trustees will review any account held regularly (at least annually) to ensure that the interest rate being offered remains competitive.

Trustee Expenses

Trustees are entitled to claim reasonable travel and subsistence expenses incurred in the business of the Society, for example in-person attendance at Council meetings. Trustees are also entitled to claim expenses incurred in the day-to-day administration of Society business, such as postage costs. Expenses are claimed by submitting a claim form with full receipts; any expense other than travel to Council meetings must be approved in advance.

Identification Measures for Donors

In order to mitigate the risk of the Society being used to facilitate money laundering, fraud, bribery and corruption, identification procedures are required for donors from outside the UK where the amounts involved are large (£15,000² or more in any year) or where, in the

² This figure will be updated periodically to reflect inflation. Last updated: January 2025.

opinion of the Council, the amounts involved as “unusual”. The identification (where required) should be recorded on the Register of Donors.

The identification measures should be proportionate and should not require significant costs or effort, although additional investigations should be carried out if suspicions arise. Identification measures should normally be carried out before receipt of the donation, though this may not be possible in the case of direct bank transfers, for example.

Unless there are unusual circumstances, recording the name and address of an individual or an entity regulated in the UK or administered by a UK-regulated corporate service provider should be sufficient as an identification measure. In the case of other non-UK entities, an enquiry should be made of the entity to establish its owners/controllers and cross checking that against any publicly available information eg its website or a public register.

If the standard identification measures described above cannot be carried out for any reason then alternative mitigating measures should be put in place or the donation should not be accepted.

Identification Measures for Beneficiaries

In order to mitigate the risks that the Society being used to facilitate money laundering, fraud, bribery and corruption, identification procedures are required for beneficiaries outside the UK where the amounts involved are large (£15,000³ or more in any year) or where, in the opinion of the Council, the amounts involved as “unusual”. The identification (where required) should be recorded on the Register of Beneficiaries.

In practice no such large payments are expected.

The identification measures should be proportionate and should not require significant costs or effort, although additional investigations should be carried out if suspicions arise. Any Identification measures should be carried out before payment to the beneficiary.

Identification must include recording the name and address of the beneficiary (and any indirect recipient) together with the reason for payment. Where distribution is to an entity rather than an individual, the Identification measures should be the same as those for Donations. Additionally (in all cases where Identification measures are required) the credentials of the beneficiary should be considered to ensure, so far as possible, that the payment could not be used to cause or facilitate criminal activity.

Registers of Donors and Beneficiaries

The register of Donors as set out in Appendix A must be completed whenever the donor is outside the UK and the donation is large (as defined in [Identification Measures for Donors](#) above) or where the amount of the donation is regarded as unusual by the Council. The register of Beneficiaries as set out in Appendix A must be completed wherever the amount involved is large (as defined in [Identification Measures for Beneficiaries](#) above) or where the amount involved is regarded as unusual by the Council.

³ This figure will be updated periodically to reflect inflation. Last updated: January 2025.

12. Financial Reporting

Public Reporting

The financial statements will be made available on request, for any of the six complete calendar years prior to the date of request but any specific donor or beneficiary details will be removed before such provision.

Reporting to Companies House and the Charity Commission

The Directors are responsible for all required reporting to Companies House and the Charity Commission, to include the filing of the Constitutional documents (and changes thereto), the Confirmation Statement, the Financial Statements (to the extent required to be filed) and changes to the details of the directors of the Charity. Details of division of these responsibilities are given in the [Officers and Responsibilities](#) section of this document.

13. Risk Assessment

Risk Assessment for Society Meetings

The Society has public liability insurance; as part of the planning for any Society Meeting a risk assessment is carried out by the meeting's organisers, with oversight by the Meetings Coordinator.

Financial Risk Assessment

The risk that the Society could be used to facilitate money laundering, fraud, bribery and corruption has been assessed in [Appendix B](#) and is regarded by the Council as being very low. This assessment should be reviewed by the Council annually and the results of that review recorded in the Minutes of the relevant Council meeting, together with any remedial action determined by the Council to be necessary.

14. Complaints Procedure

The BSHM is committed to fostering a welcoming, respectful, and inclusive environment for all members and participants in its activities. We take complaints seriously and view them as an opportunity to improve our work.

How to Make a Complaint

Complaints may be made:

- by email to the BSHM Secretary at hon.sec@bsham.ac.uk;
- in writing to the British Society for the History of Mathematics, c/o Hamilton-Eddy & Co., 39 Tamworth Road, Croydon, CR0 1XU, UK;
- in person at BSHM events (followed up in writing where possible).

Please provide:

- your name and contact details;
- a clear description of the issue;
- relevant dates, locations, or events;

- any supporting information.

We will make reasonable adjustments to support anyone who needs assistance in making a complaint.

Informal Resolution

Where appropriate, we will seek to resolve concerns informally and promptly, for example through discussion with the relevant event organiser or officer.

Formal Complaints Process

If informal resolution is not appropriate or has not resolved the issue:

1. Acknowledgement

We will acknowledge receipt of the complaint within **10 working days**.

2. Investigation

The complaint will be reviewed by an appropriate officer (normally the Secretary or another member of Council). Where necessary, a small panel may be appointed.

3. Response

A written response will normally be provided within **20 working days** of acknowledgement. If more time is required, we will inform you of the reason and expected timescale.

6. Escalation

If you are not satisfied with the outcome, you may request a review by the BSHM Council. This request should be made within **10 working days** of receiving the response. The decision of the Council will be final.

7. Confidentiality

Complaints will be handled sensitively and, as far as possible, confidentially. Information will be shared only where necessary to investigate and resolve the matter.

8. Record Keeping and Learning

A record of complaints will be kept by the Society and reviewed periodically by Council to inform improvements to activities and governance.

Appendix A Contracts, Donors, and Beneficiaries

The list is updated annually and includes any and all relevant items dating back six years from the end of the last company financial year they relate to.

The current list covers the six years from 2019 to 2024 inclusive.

High Value Contracts

The following contracts for goods and services have been entered into by the Society which are assessed as High Value (over £5000, per the [Financial Record Keeping](#) section of this document).

	CONTRACTOR	NATURE OF CONTRACT	DATE OF CONTRACT
None			

Register of Donors

Donors should be included on this list where the Donor is resident outside the UK and the amount of the donations in any year are £15,000 or more, or where the donation is, in the view of the Council, unusual.

NAME OF DONOR	DATE OF DONATION	AMOUNT OF DONATION	IDENTIFICATION UNDERTAKEN
None			

Register of Beneficiaries

Payments should be included on this list where the Beneficiary is resident outside the UK and the amount of the payments in any year are £15,000 or more, or where the payment is, in the view of the Council, unusual.

NAME OF BENEFICIARY	DATE AND REASON FOR PAYMENT	AMOUNT OF PAYMENT	IDENTIFICATION UNDERTAKEN
None			

Appendix B Financial Risk Assessment

The risk that the Society could be used to facilitate money laundering, fraud, bribery and corruption has been assessed in the following table.

RISK	MITIGATION	RESULTANT RISK RATING
Donation received from the proceeds of crime	The Society's income is almost entirely derived from membership subscriptions which individually are of very low value. It is possible that a similar institution may contribute to the Society for the purposes of a joint project. Very occasional donations or bequests are received; any contribution in excess of £1,000 would be investigated further.	Very Low
Assets held facilitate crime	Cash assets are held in the Society's bank account, with a UK regulated bank. Annual accounts are independently reviewed.	Very Low
Funds are misappropriated	Funds are distributed only with the agreement of at least two directors. The bank account records are available to more than one director. Annual accounts are independently reviewed.	Very Low
Payments to contractors or others facilitate crime	Most third parties are UK-based and known to the directors. Other payments made overseas are subject to additional Anti Money Laundering checks. All payments are subject to appropriate financial controls.	Very Low