

## **Caxton Foundation storage boxes - Customer ID SFB42**

Customer Box Number/Caxton Box number/barcode

### ***Final files***

#### **S178/Box 82/1041566879**

Caxton Finance Working File 2018/19 (Journals, Direct Debits, BACs, Cheques, Bank reconciliation, Bank Charges, Intercompany Transfers, Charity Commission Correspondence).

Caxton Pensions 2014-18 and Payroll 2018/19

Caxton Credit Card July 2013- Jan 2014

#### **Final Governance Docs:**

- Data transfer agreement with Skipton
- Correspondence with Contaminated Blood Campaign
- Legal advice regarding Skipton becoming data controller
- Legal advice regarding transfer of data to new administrator, winding up process, public inquiry and data management after closure
- Deed of Gift with Macfarlane Trust
- Run on Insurance information
- Charity Commission Annual Return 2017/18 and letter from Charity Commission re closure.
- Agenda and minutes for board meeting on 11 October 2018
- Signed Annual Financial Report for the cessation period ending 16 August 2018.
- Copy of letter to Charity Commission to submit final accounts
- Copies of correspondence confirming final tasks for closure.

Memory Stick containing all Caxton data exported from Great Plains (finance database).

All Trial Balance and Nominal Ledger/Transactions. Password protected with same password as the Data Sheets of PB names.