

**MEMO**

**TO: Centres**

**FROM: Executive Officer**

**DATE: Tuesday 3rd September, 2019**

**RE:** Centres Minutes

Hi Everyone,

The Board would like to remind Centres that they are required to send a copy of the minutes of any meetings held by the Centres, as soon as possible following the meeting, to State Office. These minutes must include a minimum of a Profit and Loss Account along with current bank balances.

It would be appreciated if Centres’ Secretaries would advise State Office of the frequency of regular meetings of the Centre, ie monthly, quarterly ect.

Kind regards,

