

The Fundraising Policy Charitable Fund (Condensed Version)

Unique Reference / Version				
Primary Intranet Location	Policy Name	Version Number	Next Review Month	Next Review Year
Corporate Governance	Fundraising Policy Charitable Fund (Condensed Version)	1	July	2024

Current Author	Amanda-Jane Weir
Author's Job Title	Head of Staff Engagement & Events
Department	Corporate (Charitable Fund)
Ratifying Committee	Trust Board acting as the agent of the Corporate Trustee
Ratified Date	January 2022
Review Date	July 2024
Owner	Laura Skaife-Knight
Owner's Job Title	Deputy CEO

It is the responsibility of the staff member accessing this document to ensure that they are always reading the most up-to-date version. This will always be the version on the intranet.

Related Policies & Procedures
<ul style="list-style-type: none"> • QEH Charity Annual Workplan • Finance Guidance for Charitable Fund Managers • The Management of Conflicts of Interest (including Gifts, Hospitality and Sponsorship)

Stakeholders
<ul style="list-style-type: none"> • Board of Directors • Charitable Fund Committee • Fund Managers

Version	Date	Author	Author's Job Title	Changes
V1	July 2016	G Rejzl	Trust Secretary	New Policy
V2	Feb 2017	G Rejzl	Trust Secretary	Assimilation of provisions of the Charities (Protection and Social Investment) Act 2016
V3	July 2021	AJ Weir	Head of Staff Engagement Events	Officer Roles and Responsibilities Expenditure
V3	July 2021	L Morlaàs	Fundraising Executive	Substantial additions throughout – including: Donations diagram Trustees duties Donations Financial Procedures The role of the Fundraising Executive The League of Friends (LoF) Business Cases for Charity requests
V3a	Jan 2022	L Morlaàs	Fundraising Executive	Small amendments (2.4; 5 Charitable Funds Managers; 6.1; 13.3; 13.4; 13.5) and detailed breakdown of table of contents (sections 6, 12, 13); formatting improvements

Short Description

The Fundraising Policy (condensed version) sets out charitable fundraising principles and guidance and signposts to related policies, procedures, legislation and regulatory provisions / guidance. This document will help ensure that the wishes of the donors are properly discharged.

Key words

The Charity/Charitable Fund, charitable, fundraising, appeal, campaign, charity, Gift Aid, donation, legacies, expenditure.

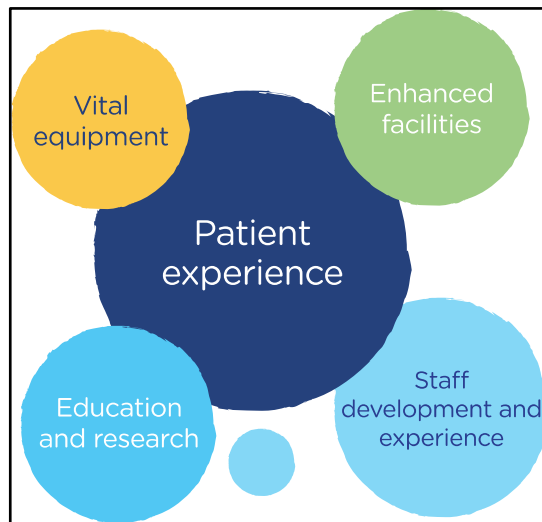
The Fundraising Policy Charitable Fund

CONTENTS	PAGES
1. INTRODUCTION & BACKGROUND	4
2. GOVERNANCE	4-5
2.1 Structure Of The Charitable Fund And Classification Of Funds	4
2.2 Financial Procedures	5
2.3 Donations	5
2.4 Expenditure	5
3. THE CHARITIES (PROTECTION AND SOCIAL INVESTMENT) ACT 2016	6
4. SIGNPOSTING	6
5. OFFICER ROLES AND RESPONSIBILITIES	6
6. FUNDRAISING PRINCIPLES AND GUIDANCE	6-7
6.1 Appeals	6
6.2 Public Collections	6
6.3 Collection Boxes	6
6.4 Raffles And Lotteries	7
6.5 Sponsored Events	7
6.6 Fundraising For The Macmillan Care & Treatment Centre	7
7. FALSE REPRESENTATION	7
8. ETHICAL FUNDRAISING	7
9. ACCEPTANCE CRITERIA	8
10. AVOIDANCE CRITERIA	8
11. FUNDRAISING INITIATIVES INVOLVING CORPORATE PARTNERSHIPS	8
12. DISSEMINATION	8
13. SPENDING CHARITABLE FUNDS	8-9
13.1 Outline Of Procedure For Spending Charitable Funds	8
13.2 VAT	9
13.3 Procedure For Requesting Funds From The General Fund	9
13.4 Business Cases For Charity Requests	9
13.5 Creating New Funds	9
13.6 Merging And Deleting Existing Funds	9
13.7 Application Of Funds – Staff Welfare & Amenities	9

The Fundraising Policy Charitable Fund

1. Introduction and background

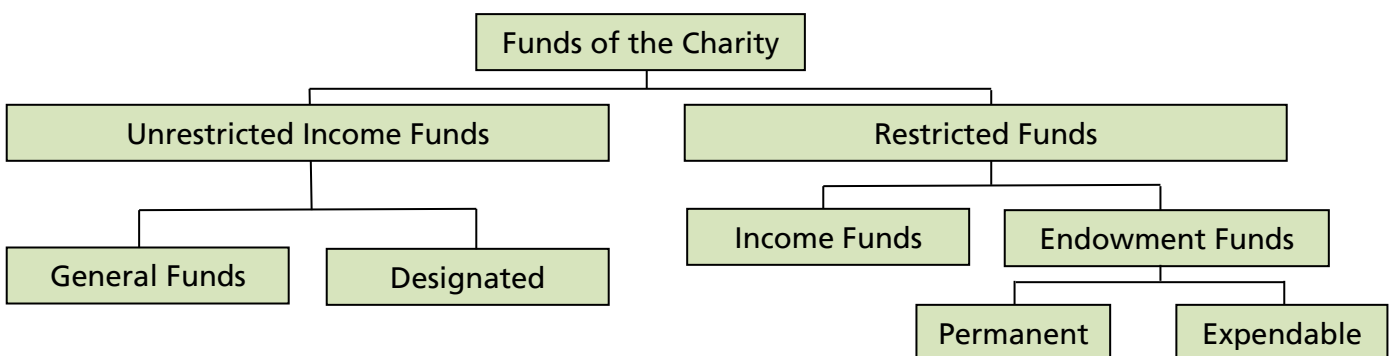
The Queen Elizabeth Hospital, King's Lynn, NHS Trust Charitable Fund, No. 1051327 is registered with the Charity Commission. Funds will be expended in accordance with donors' wishes. Charitable funds are kept separate from NHS Exchequer monies. The Charity follows the values of the trust. Donations help fund improvements in the following key areas:



2. Governance

The Queen Elizabeth Hospital King's Lynn Charitable Fund seeks to operate in accordance with the Charities Act 2011 and in line with the Charity Governance Code 2017. The Board acting on behalf of the Corporate Trustee has delegated authority to a Charitable Fund Committee (CFC) in line with The Terms of Reference. The CFC meets quarterly. The objects of the Charitable Fund (see table below) are linked to the activities of the hospital. The Charity is configured within the following framework:

2.1 Structure of the Charitable Fund and Classification of Funds



Currently, the Trust's unrestricted funds are grouped into designated funds, managed by Fund Managers and include patient/equipment and staff funds.

Restricted funds comprise endowment funds (an investment fund established by a foundation that makes consistent withdrawals from invested capital) and income funds, which include appeals.

2.2 Financial Procedures

Charitable Fund Request: Scheme of Delegation

Charitable Fund Requests:

Orders up to £5,000 – Fund Manager only.

Expenditure / project above £5,000 - must be approved by the Trustees. They require only one signature; from either the fund manager or a member of the Board of Trustees.

Budgets:

Similarly,

Ad-hoc expenditure up to £5,000 – Deputy Director of Finance

Ad-hoc expenditure between £5,000 and £20,000 - Charitable Fund Committee

Ad-hoc expenditure above £20,000 - Board of Trustees

Screenshot taken from the QEH's Charitable Funds guide for managers.

The diagram above indicates the financial procedures according to the monetary requests, in accordance with the Trust's Standing Financial Instructions.

2.3 Donations

Donations are received in a number of ways:

- Online at <https://justgiving.com/qehkl>
- Given in memory – www.muchloved.com and www.memorygiving.com
- Handed in to a ward or at the cashiers window in the Finance Department
- By Cheque sent to the Finance Department
- By BACS or standing order via the Finance Department
- By QR code

Acknowledgement of donations:

Most donations handled via the Finance Department generate a finance receipt. The Fundraising Office writes a customised Thank You letter signed by the Trust Chairman and posts to the donor/fundraiser the letter with the finance receipt and a Gift Aid declaration form.

The Finance Department keeps all the records related to the donations and the Fundraising Office files the Thank You letters – all of which are available for audit purposes.

2.4 Expenditure

The Charity Commission allow expenditure on staff where it clearly enhances patient care, e.g. a course. Charitable funds are extra to NHS funding and not instead of it.

Account balances are monitored. The fund manager/s will be requested to attend a Charitable Fund Committee meeting if funds are accumulated without the prior agreement of the Charitable Fund Committee. This is because the Charity Commission can hold the hospital in breach of trust if they accumulate funds without good reason.

3. The Charities (Protection and Social Investment) Act 2016

The QEH will comply with the provisions, introduced by the fundraising sections of the Charities (Protection and Social Investment) Act 2016.

4. Signposting

This policy should be considered in conjunction with various documents – please refer to the full Fundraising Policy.

5. Officer Roles and Responsibilities

Deputy Chief Executive

The Fundraising Executive

The Finance Director

Charitable Fund Managers

Fundraisers and Supporters

Please refer to the full Fundraising Policy for details.

The League of Friends (LoF) QEH

If you would like to approach the League of Friends about funding some equipment for your department, please contact the Fundraising Office.

6. Fundraising Principles and Guidance

Permission should be obtained from the Deputy CEO or Head of Staff Engagement and Events before any fundraising for an external charity takes place on Trust premises.

The Trust will not accept liability for any expenses incurred by a third party in connection with any fundraising activity.

6.1 Appeals

The Charity's key appeals will be the responsibility of the Fundraising Executive. Where an appeal is made for a particular project (e.g. an item of medical equipment) the Charity should state what will happen to the monies raised if the appeal exceeds or fails to reach its target. Funds raised via an appeal are handled as restricted funds, any unspent funds will be used for a similar purpose (e.g. to purchase other equipment to treat the same condition).

6.2 Public Collections

If fundraisers, on behalf of the Charity, intend to make house-to-house or street collections a licence is required from the local authority, for collections within their boundary.

6.3 Collection Boxes

The use of collection boxes will only be authorised for use on specific fundraising activities being run by the Trust or trusted community fundraisers. Details can be obtained from the Fundraising Executive.

6.4 Raffles and Lotteries

The two main types of raffle (or lottery) are known as:

- Incidental non-commercial lotteries
- Society Lotteries

The Trust has a Small Society Licence. Details can be obtained from the Fundraising Executive.

Both lotteries are regulated by the Gambling Act 2005 and the Gambling Commission (See link below)

http://www.gamblingcommission.gov.uk/Gambling-sectors/Lotteries/Getting-a-licence/Do-I-need-a-licence/Circumstances-in-which-you-do-not-need.aspx#Small_society_lottery

For further explanation please refer to the full Fundraising Policy/Fundraising office.

6.5 Sponsored Events

Advice on sponsorship forms can be obtained from the Fundraising Executive. All sponsorship forms which are not the Charity's ones (e.g. Rotary Club) must be shown to the Fundraising Executive for approval before use.

It is important when completing a sponsored event that completed forms are signed by a recognisable figure of the community, and that all outstanding monies are collected promptly and paid in to the Finance Department. Completed sponsorship forms must accompany the monies.

6.6 Fundraising for the Macmillan Care & Treatment Centre

Donors wishing to make donations to support the work of Macmillan Cancer Support should be advised to make their wishes clear if they wish their donation to benefit the local Macmillan Care & Treatment Centre on the Trust site, rather than the national charity.

For donations to the Macmillan Care & Treatment Centre at the hospital: please make cheques payable to 'Cancer Care & Treatment QE' (No. 42129).

7. False Representation

All fundraising must be authorised and undertaken in accordance with this policy. The use of the Trust or Charity name, brand or any implied association that has not been approved will be regarded as false representation and will fall under the auspices of the Trust's Anti-Fraud and Anti-Bribery policy and appropriate action will be taken, which may include the rejection of funds.

8. Ethical Fundraising

The Board, acting as the agent of the Corporate Trustee has a duty to demonstrate to the Charity Commission that members have acted in the best interest of the charity, and that association with any particular donor does not compromise the Charity's ethical position, harm the Charity's reputation or put future funding at risk.

Further guidance can be found in the Trust policy on the Management of Conflicts of Interest (including Gifts, Hospitality and Sponsorship).

9. Acceptance criteria

The Queen Elizabeth Hospital King's Lynn Charitable Fund accepts voluntary donations and other forms of voluntary support, such as volunteering or gifts in kind from individuals, companies and other organisations according to certain conditions. Please refer to the full Fundraising Policy.

10. Avoidance criteria

The Queen Elizabeth Hospital King's Lynn Charitable Fund will not accept voluntary donations and other forms of voluntary support where certain criteria apply. Please refer to the full Fundraising Policy.

11. Fundraising initiatives involving corporate partnerships

The Queen Elizabeth Hospital King's Lynn welcomes cooperative relationships with companies from a wide range of sectors and industries.

All potential partnerships and initiatives will be considered on a case by case basis. Please contact the Fundraising Office.

The Charity's overarching principles for corporate partnerships are:

- Integrity and openness
- Maintenance of independence
- Mutual benefit for all parties

12. Dissemination

This policy will be posted on the Trust's Intranet and disseminated by email to:

- Officers involved in the management of the Trust's Charitable Funds
- Fund Managers
- Fundraisers
- Communications Team
- League of Friends QEH

13. Spending Charitable Funds

13.1 Outline of procedure for spending charitable funds

The Charitable Fund Committee has the general duty of protecting the Charity's property and must exercise overall control of its financial affairs.

Fund Managers will have the authority to spend charitable funds provided the expenditure:

- Is within the authorised category
- Is of a charitable nature
- Is within the objectives of the fund
- Can be met by the existing monies of the fund
- Has a vat zero-rating certificate, if this is applicable

The duty of fund managers to safeguard their funds is paramount. Funds must be spent wholly and reasonably with supporting proper documentary evidence. Fund managers must clearly understand the purpose of the funds which they manage, and query with the Finance Team.

13.2 VAT

VAT for charities is a complex matter, please refer to colleagues within the finance department who are trained within this area for advice.

13.3 Procedure for requesting funds from the General Fund

To request funds of any value from the General Fund the following process should be followed:

- Establish that the proposal is supported by the Division
- Write a business case (form available on the Finance Intranet page)
- The business case will be considered at a quarterly Charitable Fund Committee Meeting

13.4 Business Cases for Charity requests

Business cases are required for charitable fund requests over £5,000, as referred to under 2.2 Financial Procedures. The person requesting the funding must contact the Finance Department and complete the required Charity business case form/template. They must ensure all the information is provided, including quotes and all specified signatures. Once the business case is fully completed and checked by the Finance Department, it is the responsibility of the person requesting the funding to send the business case to the Lead/Sponsor who will review it before sending the final version to the Trust Secretary who will include it on the Agenda for the next Charitable Fund Committee Meeting.

13.5 Creating new funds

Managers should ensure that the charitable purpose for the new account is not already covered by an existing fund. The trustees are aiming to reduce the number of charitable funds therefore any request to create a new fund must be directed to the Finance Department.

13.6 Merging and deleting existing funds

The Charitable Fund Committee encourages the merging of existing accounts where their purposes are very similar. Where the purposes of a fund have been met, and there is no need to continue the fund, it will be closed.

13.7 Application of Funds - Staff Welfare & Amenities

Any proposed expenditure from charitable funds on staff welfare and benefits might include:

Expenditure may include:

- Education/training courses provided for QEH employees, which are above and beyond requirements for an operational level (including travel and accommodation associated must comply with the Trust's Travel & Subsistence Policy and must be booked via procurement via a requisition form)
- Improving staff facilities
- Wellbeing initiatives

Examples of payments to staff which are not allowed because they are non-charitable include:

- Individual gifts to staff (including birthday/wedding/retirement gifts). These would be deemed as taxable benefits by HMRC and are non-charitable as the benefit is not public
- Enhancements or supplements to members of staff
- Payment of personal membership subscription.

EQUALITY IMPACT ASSESSMENT

Equality Impact Assessment Tool

STAGE 1 – SCREENING

Name & Job Title of Assessor: Amanda-Jane Weir		Date of Initial Screening: July 2016	
Policy or Function to be assessed: Fundraising Policy (Charitable Fund)			
		Yes/No	Comments
1.	Does the policy, function, service or project affect one group more or less favourably than another on the basis of:		
	• Race & Ethnic background	No	
	• Gender including transgender	No	
	• Disability:- This will include consideration in terms of impact to persons with learning disabilities, autism or on individuals who may have a cognitive impairment or lack capacity to make decisions about their care	No	
	• Religion or belief	No	
	• Sexual orientation	No	
	• Age	No	
2.	Does the public have a perception/concern regarding the potential for discrimination?	No	

If the answer to any of the questions above is yes, please complete a full Stage 2 Equality Impact Assessment.

Signature of Assessor: L Skaife-Knight

Date: May 2021