

The Fundraising Policy Charitable Fund (Full Version)

Unique Reference / Version				
Primary Intranet Location	Policy Name	Version Number	Next Review Month	Next Review Year
Corporate Governance	Fundraising Policy Charitable Fund (Full Version)	3a	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
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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

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The Fundraising Policy Charitable Fund

1. Introduction and background

The Queen Elizabeth Hospital, King's Lynn, NHS Trust Charitable Fund, No. 1051327 was registered with the Charity Commission in January 1997. The current name registered with the Charity Commission is The Queen Elizabeth Hospital King's Lynn, Charitable Fund.

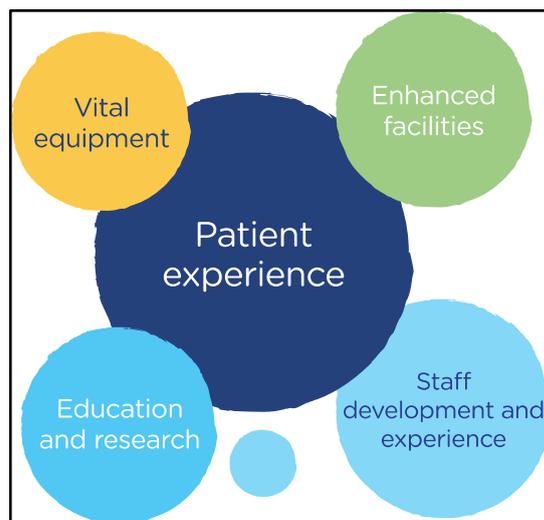
According to the Healthcare Financial Management Association's model trust deed, the objectives of an NHS charity are:

"The trustee shall hold the trust fund upon trust to apply the income, and at its discretion, so far as may be permissible, the capital, for any charitable purpose or purposes relating to the National Health Service."

Funds will be expended in accordance with donors' wishes.

Charitable funds are kept separate from NHS Exchequer monies.

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, which came into effect on 14 March 2012 and the regulatory provisions and guidance of the Charity Commission.

The Charitable Fund operates in line with the Charity Governance Code 2017.

The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust is the Corporate Trustee of the Charity acting through the Board of Directors.

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 Trustees main duties are to:

- Ensure the Charity is carrying out its purposes for the public benefit
- Comply with the Charity's governing document and the law
- Act in the Charity's best interests
- Manage the Charity's resources responsibly
- Act with reasonable care and skill
- Ensure the Charity is accountable

The business of the Charitable Fund is dealt with at meetings, called Charitable Fund Committee meetings, convened outside the Board of Directors' programme of meetings dealing with Trust business - to facilitate the separation of functions of the Trust's directors and as an 'indicator' of the independence of the Charity, in line with Charity Commission guidance. The Charitable Fund Committee meets formally on a quarterly basis.

In very broad terms, the Charity Commission takes the view that there are often few legally defined boundaries for services that must only be provided and funded directly by the public sector. It is therefore legitimate for charities to consider becoming involved in the delivery of such services provided:

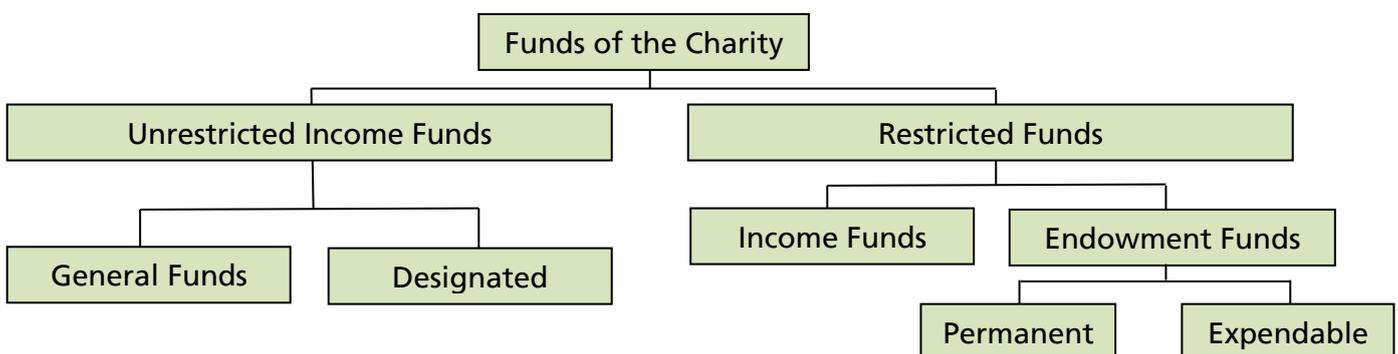
- A clear charitable purpose is served that falls within the Trusts of the Charity concerned
- The decision is made in the interests of the Charity to further its charitable objects
- There is a clear open and independent process of decision-making by the trustee(s) to support the decision to apply a charitable fund in this way (including an assessment of how far the public sector body's duty of provision extends).

In summary, for Corporate NHS Trustees the underlying issue is not that certain types of spending are automatically ruled out with regard to the charitable funds. Instead the issue is that the Corporate Trustee must be able to demonstrate that, before applying charitable funds towards service delivery, there has been a clear and open decision-making process. That process must be independent of that body's decisions concerning the use of its exchequer funds.

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 Classification of Funds

Part of effective trusteeship is ensuring the correct classification of charitable funds as either restricted or unrestricted. If classified correctly, this minimises the administrative burden and maximises flexibility in spending decisions. The Charity Commission actively supports the principle of trustees reducing the proportion of funds they hold that are restricted. In addition, the Commission supports the rationalisation of designated unrestricted funds where that process will result in more effective support to the services for which they were donated.

Restricted funds are those which must be used for specific purposes. Public appeals (depending on their terms) can be restricted. Alternatively, the donor can request that their donation must be used for a specific purpose.

Unrestricted funds are those given without any restrictions imposed upon them. This can include the proceeds of a public appeal (provided a disclaimer has been provided to this effect). When such cases arise proceeds will be entered into the General Fund.

Designated funds are unrestricted funds that have been (at Trustee discretion) earmarked for a particular purpose.

2.3 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 QE'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.

For bids under £20,000 which require approval before the next quarterly Charitable Fund Committee meeting, with the Committee Chairman's approval, individual members of the Committee can be contacted by e-mail to seek approval. If approval is granted, the bid can be signed by the Finance Director and the Deputy Chief Executive. All such approvals must be reported to the Charitable Fund Committee at its next quarterly meeting. This should be the exception not the norm, on the basis that bids and business cases seeking Charitable Fund support should follow the Annual Plan and priorities of the Trust, as agreed in the business planning cycle.

2.4 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
- By debit card via the Finance Department

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.

2.5 Expenditure

The Charitable Fund Committee is expected to exercise financial control over the Charity at all times.

All expenditure must have a link to the Charity's objectives which are:

- To enhance the environment for staff and patients, in which health services can be delivered effectively
- To enable staff and carers caring for patients to benefit from education and facilities not normally available within the NHS resource envelope
- To donate extra equipment and staff resources to the Trust over and above the NHS resource envelope
- To spend funds in accordance with Charity Commission best practice and in support of the Trust's stated values and five-year vision

The Charity Commission allow expenditure on staff where it clearly enhances patient care, e.g. a course that will improve care because it enhances the staff knowledge above and beyond that which is required to carry out their duties.

Charitable funds are extra to NHS funding and not instead of it.

The Charitable Fund Committee is expected to ensure that charitable funds are spent on the purpose for which they were donated, within a reasonable timescale, unless they have a specific purpose in mind.

Account balances are monitored and 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. The reason for this is the Charity Commission can and will 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, that help charities demonstrate their commitment to

protecting donors and the public, including vulnerable people, from poor fundraising practices. The law also helps to ensure that fundraising standards form part of the agreements between charities and any commercial participators or professional fundraisers with whom they work.

There are two requirements:

- The first requirement applies where a charity, registered or unregistered, uses a professional fundraiser or commercial participator to raise funds. Broadly, it says that the compulsory written agreements between charities and these third parties must include extra information covering:
 - the scheme for regulating fundraising or recognised fundraising standards that will apply to the professional fundraiser or commercial participator in carrying out the agreement
 - how the professional fundraiser or commercial participator will protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate
 - how charities will monitor the professional fundraiser or commercial participator's compliance with these requirements
- The second requirement applies to registered charities that, by law, must have their accounts audited. It says that these charities must include extra information about fundraising in their trustees' annual report. Broadly, the extra annual statements are about the charity's:
 - approach to fundraising
 - work with, and oversight of, any commercial participators/professional fundraisers
 - fundraising conforming to recognised standards
 - monitoring of fundraising carried out on its behalf
 - fundraising complaints
 - protection of the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches, and undue pressure to donate

4. Signposting

This policy should be considered in conjunction with:

- The Charitable Fund Strategy
- Finance Guidance for Charitable Fund Managers
- The work of the League of Friends
- Trust Standing Financial Instructions (SFI)
- The Terms of Reference of the Board of Directors acting as the agent of the Corporate Trustee and the Charitable Fund Committee
- Foundation Trust Network (latterly NHS Providers) Guidance - Clarifying the landscape: dealing with charitable funds in the NHS
- Healthcare Financial Management Association (HFMA) – NHS Charitable Funds: A Practical Guide
- Charity Commission, NHS Charities Guidance
- The Trustees Act 2000
- Fundraising Regulator – Code of Fundraising Practice

5. Officer Roles and Responsibilities

Deputy Chief Executive

The Deputy Chief Executive is responsible for:

- Developing the strategy for the Charity and annual work plan/priorities for fundraising
- Ensuring Charity-related policies are up-to-date
- Board-level lead for the Charity

The Fundraising Executive

The role of the Fundraising Executive includes:

- Recruiting and managing suitable volunteer support for the Fundraising Office
- Fostering relationships with individuals, groups, corporate donors and the local media
- Devising and implementing campaigns/appeals
- Advising and supporting staff, wards and departments in respect of fundraising matters
- Guiding the community and staff as regards legislations and guidance, e.g. Gift Aid and raffles
- Providing help and assisting fundraisers/donors in the community
- Organising and managing charity events, projects and activities
- Creating leaflets, posters and fundraising promotional documents in collaboration with colleagues
- Working with the Communications Team to maintain the profile of the Charity, including on the Trust's website (Inc. Just Giving pages) and Intranet and ensuring that promotional material is of a high quality
- Working with the Finance Team to ensure that charitable donations are handled in line with the Trust's policy and procedures
- Liaising with the Charitable Funds Officer as regards campaigns/appeals' income and expenditure and accounts reporting
- Producing reports for the quarterly Charitable Fund Committee Meetings
- Applying for grants
- Keeping up to date with relevant legislation
- Organising cheque presentations
- Dealing with staff funding requests for the QEH League of Friends

The Finance Director

The Finance Director shall maintain such accounts and records, including an investment register, as may be necessary to record and protect all transactions and funds held on trust. The Finance Director will delegate tactical and operational responsibility to the Deputy Director of Finance and the Charitable Funds Officer. The latter is responsible for claiming Gift Aid on donations once a year after the completion of the Charitable Fund Audit. The Charitable Funds Officer is the point of contact regarding legacies and gifts left in wills.

Charitable Fund Managers

Appointed Charitable Fund Managers are expected to:

- Manage the funds they are responsible for in accordance with the Trust procedures and this policy
- Comply with Standing Financial Instructions (SFI) and the Scheme of Delegation as they relate to Charitable Funds and the Fund Managers' Guide
- If they or their service area/team wish to fundraise, contact the Fundraising Executive before they start
- Discuss with the Fundraising Executive intentions to contact organisations for support, prior to that contact being made
- Refer organisations who wish to become sponsors or give research grants to the Fundraising Executive
- Expend their funds for the relief of those who are ill and in line with donors' wishes
- Never allow their fund to become overdrawn
- Not accumulate funds without the prior approval of the Charitable Fund Committee
- Inform the Finance Team of proposed changes of Fund Managers (when staff leaves)
- Co-operate with other Fund Managers, supporting the utilisation of available funds for the benefit of patients and/or the broader NHS
- Prepare and support business cases for expenditure of funds for approval by the Charitable Fund Committee as required

- Refer queries to the Finance Team

Fundraisers and Supporters

Fundraisers and Supporters are responsible for ensuring that:

- Approval is obtained before undertaking any fundraising activities
- Local authority approvals are obtained (where required)
- Fundraising activities are carried out in accordance with this policy and associated guidance
- All monies are promptly paid to the Trust's Charitable Fund

The League of Friends (LoF) QEH

If you would like to approach the League of Friends about funding some equipment for your department, here's how:

1. Drop into the Fundraising Office
2. The Fundraising Executive will ask you for a few basic details about your bid to fill in the log. You will be issued with a numbered LoF Request for Purchase form to complete, setting out the details and cost of your funding requirement. You'll need to be clear about whether VAT is included.
3. Once you have completed the form - hand it back with a quote to The Fundraising Executive, who will make sure that it reaches the Secretary of The LoF.
4. Your case will be presented to the next meeting of The League of Friends' Committee for a decision. You will be notified of the outcome of your bid and if your bid is approved, your equipment will be purchased through our Purchasing and Supplies team.

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, unspent funds will be used for a similar purpose (e.g. to purchase other equipment to treat the same condition).

If no plans are made regarding unspent appeal money, the Corporate Trustee may have to apply to the Charity Commission before funds can be used for another purpose.

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.

The term 'house-to-house' includes visits to pubs, factories and offices as well as domestic dwellings.

The Corporate Trustee will not normally approve the use of this method of raising monies on its

behalf due to difficulties involved in verifying that all monies collected have indeed been paid over to the Charity.

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.

Where collection boxes are in use it is important that they are treated as controlled stationery, and that:

- all unused collection boxes are held securely and access to them is limited
- each collection box must have a unique number
- the collection box must be sealed when issued and the seal numbered
- a record is kept of where each collection box has been sent along with its seal number
- recipients of collection boxes are required to confirm in writing that they have received them
- collection boxes must be collected on a regular basis with a receipt issued
- they must be opened and counted on Trust premises by two nominated staff

6.4 Raffles and Lotteries

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

- Incidental non-commercial lotteries
- Society Lotteries

Both are regulated by the Gambling Act 2005 and the Gambling Commission.

Incidental non-commercial lotteries

- include raffles and tombolas
- prize values not exceeding £50
- incidental to 'exempt entertainments' (e.g. fêtes, golf days, discos)
- the proceeds (after deduction of expenses) are applied for charitable purposes
- no cash prizes are given
- the sale of tickets and announcements of results is carried out during the entertainment and on the premises where it is held

Incidental non-commercial lotteries do not have to be registered with the local authority or with the Gaming Board.

Where a raffle or tombola is to be run at a fundraising event this should be stated.

Society Lotteries

Society lotteries are public lotteries which do not fall within the definition of incidental non-commercial lotteries.

For example, a raffle held on a ward is a society lottery because it is not incidental to an exempt entertainment. Also, a raffle for which tickets are sold several days in advance of the draw would be a society lottery.

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

Society lotteries must be licensed and all lotteries must be organised in line with the rules of 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

The Gambling Commission website also gives details of other types of lottery, such as workplace lotteries.

6.5 Sponsored Events

Advice on sponsorship forms can be obtained from the Fundraising Executive. Guidance will be given on the necessary wording and a suggested format, which may be amended to suit the event. All sponsorship forms which are not the Charity's ones (e.g. Clubs) 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.

All commercial sponsorships should be declared in accordance with the Management of Conflicts of Interest (including Gifts, Hospitality and Sponsorship).

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).

The Fundraising Executive can advise on making the wishes of the donor clear in this respect.

The fundraising brand must be used across all communications details and can be obtained from the Finance Section on the Trust's Intranet pages.

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 on the following conditions:

- There are strong grounds for believing it will result in benefit to patients at the Queen Elizabeth Hospital King's Lynn or in the wider NHS
- If a gift is offered for a specific purpose then this must be a charitable purpose that is within the Charity's objects
- It is feasible to apply the donation in a way that is consistent with donors' wishes, given the operational constraints and strategic priorities of the NHS
- The NHS will accept the donation together with any reasonable obligations attached, for example requirements to report back to donors on public benefit achieved as a consequence of the gift.

10. Avoidance criteria

The Queen Elizabeth Hospital King's Lynn Charitable Fund will not accept voluntary donations and other forms of voluntary support where any of the following criteria apply:

- The support is known, suspected to be or derives from the proceeds of crime
- The support derives from a source conflicting with the Charity's objectives and/or the work of the Queen Elizabeth Hospital King's Lynn or other NHS organisations, for example a possible gift from a tobacco manufacturer
- The supporting source is known or suspected to be closely associated with a regime known or suspected to be in violation of human rights
- Acceptance is likely to deter actual or potential supporters from future support
- Acceptance would involve onerous obligations, for example the upkeep of an unsuitable building, the cost of which might outweigh the benefit
- Support is offered in an attempt to procure privileged access to treatment for the donor or persons linked to the donor
- Support is offered in an attempt to procure privileged access to NHS contracts
- Acceptance would be in contravention of the Bribery Act 2010
- Acceptance would compromise the Charity's status as an independent registered charity.

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 and our collaboration could consist of one or several of the following:

- Staff fundraising
- Supplier fundraising and fundraising from other stakeholders
- Cause related marketing (e.g. a commercial activity by which the business and the charity form a partnership with each other to market an image, product or service for mutual benefit)
- Sponsorship (e.g. cash or in kind paid in return for access to exploitable commercial potential)
- Payroll Giving Donations/matched funding
- Employee involvement and volunteering
- Gifts in kind
- Royalties
- Events

All potential partnerships and initiatives will be considered on a case by case basis. 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. Discussions on what funds may be spent must be made by the Charitable Fund Committee at their quarterly meetings and must be applied for the purpose set out in the governing document.

The Charitable Fund Committee has the general duty to ensure that fund managers do not accumulate funds without an approved plan for future expenditure. The level of materiality of accumulated funds will be decided by the Charitable Fund Committee.

If requested by the Charitable Fund Committee, a fund manager will prepare an annual expenditure plan. These plans will clearly delegate to fund managers how much and what they can spend the funds on.

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 must not go beyond what a good employer would consider reasonable to provide.

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