



Financial Regulations Policy 2024-2025



Registered Charity Number: :1175729

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1. Introduction

This policy covers fundraising activities and events on behalf of ASD Helping Hands undertaken by ASD Helping Hands staff/volunteers and the public (including staff acting outside their normal working hours)

2. Legislation and Institute Fundraising Code of Conduct

All fundraising conducted on behalf of ASD Helping Hands, whether by staff/volunteers or the general public, must comply with the Institute of Fundraising Code of Practice and all relevant legislation, including but not limited to:

- Charities Act 2006
- Licensing Act 2003
- Gambling Act 2005
- Equality Act 2010
- Data Protection Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999

It is the charity's policy for a risk assessment to be carried out during the planning stage of any fundraising event and for a copy of this risk assessment to be recorded

3. Fundraising Enquiries

Full details of any enquiry regarding fundraising received by a staff member must be reported in writing to the Operations Manager within 2 days of receipt. Notification should be by email to contact@asdhelphinghands.org.uk.

4. Registration of fundraising activity

Anyone wishing to fundraise for ASD Helping Hands must first register their proposed activity with the Operations Manager by completing a Fundraising Registration Form, which can be obtain on request.

Anyone fundraising in aid of ASD Helping Hands who has not first registered their activity as outlined above will be deemed to be acting independently of ASD Helping Hands and, as such, the charity takes no responsibility for their actions

5. Handling of Monies from Fundraising and Donations

Handling of donations and funds raised Funds raised for ASD Helping Hands belong to the charity and once collected, must be paid over to the charity in a timely manner. All donations and fundraising must be notified to the Operations Manager at contact@asdhelphinghands.org.uk and requires the following information:

- Exact amount of the donation or funds raised, and denominations of cash amounts.
- In the case of a donation, the title, full name, postal address including postcode, telephone and email address of the donor.
- Also, whether the donation is an unrestricted donation or whether it has been made for a specific budgeted item or approved special project (see section 7);
- In the case of funds raised, the title, full name, postal address including postcode, telephone and email address of the fundraiser, plus the type and date of the fundraising event or activity undertaken.
- How funds have been received (e.g. cash, cheque)

Any staff member accepting cash donations on behalf of ASD Helping Hands must provide the donor with a receipt and must notify the Finance officer within 2 days of receiving the funds with denominations.

Anyone accepting donations of funds or gifts in kind in person on behalf ASD Helping Hands must verbally thank the donor on behalf of the charity.

All donations and funds raised must be recorded on the charity's fundraising database.

A thank you letter, or email will be issued to the donor or fundraiser by Operations Manager within 7 working days of receipt of funds, unless the individual has expressly asked not to be contacted.

6. Applications for funding or support

Staff members, other than the Senior Management, are not authorised to apply for funding or grants to companies, grant-making trusts and foundations, philanthropic groups or public bodies.

Services wishing to contact companies or philanthropic groups for volunteers or support in kind, should contact the senior Management before doing so and await written authorisation to proceed.

All requests must be checked and signed off via Senior Management before submitting.

7. Fundraising by ASD Helping Hands Employees and Volunteers

Staff and Volunteered are encouraged to undertake their own local fundraising activities, provided these are registered in advance with the Operations Manager (see section 3)

Advice, support, and resources are available from the Operations Manager to any services wishing to undertaking local fundraising.

Fundraising by ASD Helping Hands Staff and Volunteers' may only be undertaken to raise the following types of funding:

- Unrestricted funds
- For items specified within the individual service's budget for the same financial year
- For special projects, which have been submitted using the Project Proposal Form (available from the Operations Manager) for consideration by charity's Senior Management Team and for which written approval has been given.

All fundraising undertaken on behalf ASD Helping Hands must be corporately branded, using the latest ASD Helping Hands Logo (supplied on request) and display the Charities registration number.

8. Unauthorized Activities

ASD Helping Hands will not engage in or authorise the following fundraising activities:

- House to House fundraising activities
- Telephone Fundraising
- Street Fundraising (also known as chugging)

9. How to make a complaint regarding fundraising

Anyone wishing to make a complaint regarding fundraising in connection with ASD Helping Hands should write to the Operations Manager at:

ASD Helping Hands
Room 412-416
Breckland Business Centre
Dereham
Norfolk
NR19 1FD

Or via email at contact@asdhelplinghands.org.uk

The complaint will then be handle as per our Compliments, Comments and Complaints Policy.

10. Enforcement

Failure to comply with this policy by ASD Helping Hands' staff and volunteers could result in disciplinary action being taken and possible dismissal.