

Draft document for consultation.
Feedback to District Representative by 13th July 2020

KCACR FUND-RAISING GUIDANCE

Each District is encouraged to engage in fund-raising for the benefit of the Association's charitable aims. This may include, inter alia, the AGM Lunch, provision of refreshments, social or ringing events, outings, raffles, lotteries or 120 Clubs (the Activity).

The Activity is to be managed by an elected District Officer, person elected by the District at a Quarterly District Meeting, or representative of the host tower (the Manager).

The Manager will:-

1. Ensure that the Activity is undertaken in accordance with all relevant guidelines and legislation (e.g., purchase of Lottery or Alcohol Licenses, Insurance, carry out Risk Assessments, implement Safeguarding procedures and maintain documentary evidence as applicable).
2. Engage sufficient KCACR members to assist him/her with running the Activity.
3. Liaise with the Association Treasurer about the Activity throughout the planning stage, advise him/her of the event date or duration of the fund-raising activity and anticipated profit (The Association Treasurer can assist with up-front costs if necessary).
4. Where the Activity requires the engagement of a paid outside Contractor, ensure that the Contractor carries the relevant Certification and Insurances to cover the Activity and obtain in advance of the Activity a fully detailed estimate of costs.
5. Provide full written details of the Contract to the Association Treasurer for his/her scrutiny and approval before the outside Contractor is engaged.
6. Follow the Association Treasurer's written guidance regarding the management of income and expenditure and agree with the Treasurer the application of any profit.
7. Retain all receipts for any items of expenditure that directly relate to the Activity. No other receipts will be admissible against the final profit.
8. Take care to ensure that the Activity does not make a loss.
9. Obtain an underwriter to cover any unexpected loss incurred by the Activity (if applicable).
10. Pay to the Association's Bank Account (details as advised by the Association Treasurer) as soon as possible after the conclusion of the Activity, the net income/profit arising from the Activity, with a Statement of Income and Expenditure, with receipts appended.

These guidelines to be reviewed annually by the Association Treasurer, on the anniversary of adoption by the General Committee.

Adoption date:

Next review date:

Signed:

Draft January 2020