

## 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 Licences, Insurance, carry out Risk Assessments, implement Safeguarding procedures and maintain documentary evidence as applicable).
2. Engage sufficient KCACR members to assist them with running the Activity.
3. In the case of an Association-wide Activity, or something unusual or significant which could impact the Association's accounts, liaise with the Association Treasurer about the Activity throughout the planning stage and advise them of the event date/duration of the fund-raising activity, and anticipated surplus (the Association Treasurer can assist with up-front costs if necessary). For the purposes of clarity, bell ringing teas at district events would not fit into this category.
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 any such Contract to the Association Treasurer for their 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 surplus.
7. Retain all receipts for any items of expenditure that directly relate to the Activity, either physically or electronically. No other (i.e. not directly related) receipts will be admissible against the final surplus.
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 surplus arising from the Activity, with an itemised Statement of Income and Expenditure, with receipts appended.
11. For relatively small events where expenses are less than £200, for example the provision of refreshments at meetings, the Association Treasurer, after consultation by the Manager, can agree to limiting the information provided by the Manager to the provision of total income and total expenditure figures, provided relevant receipts are available on request for the auditor.

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

Adoption date: 25<sup>th</sup> November 2023

Next review date: November 2024