



# THE CHARITABLE FOUNDATION

## **INFORMATION MANUAL**

**Version 1.9**

THE CHARITABLE TRUSTEES

ROLE OF THE CHARITY COMMISSIONERS

OPENING AN ACCOUNT

HOW TO USE YOUR ACCOUNT

MAKING AN APPLICATION

FOUNDATION GRANT MAKING

FUNDRAISING

GENERAL GUIDE LINES



# **Introduction to the Charitable Foundation 1.**

## **Names, Addresses and Telephone Numbers**

**Charitable Trustees** – All communications and correspondence to :-

The Charitable Foundation Offices  
St James's University Hospital  
Trust Headquarters  
Leeds. LS9 7TF

Foundation Manager/Secretary to the Trustees :-  
Maria Booker

Telephone No. 0113 2065173  
Fax No. 0113 2065599

Executive Support/Legacy Officer:-  
Susan Baulk

Telephone No. 0113 2065286

### **Charitable Accounts Department**

Trust Funds Accountant:-  
Sarah Doig

Telephone No. 0113 2065273

Trust Funds Finance Administrator/Advisor:-  
Amanda Franklin

Telephone No. 0113 2065896

Trust Funds Assistant:-  
Julie Westlake  
Marina Stretovic  
Simon Moriarty

Telephone No. 0113 2065926

Telephone No. 0113 2066497

Telephone No. 0113 2068620

### **Fundraising Department:-**

General Fundraising Department  
Fax No. 0113 2065599  
Yorkshire Cancer Centre  
Fax No.0113 2068476

Fundraising Coordinators/Assistants

Vacant  
Tifaine Carter  
Megan Drage

Telephone No. 0113 2065223

Telephone No. 0113 2068620

Telephone No. 0113 2064812

Fundraising Development Manager:-  
Sharon Edwards

Telephone No. 0113 2064540

YCC Appeal Manager :-  
Sheila O'Shea

Telephone No. 0113 206 8444

Yorkshire Brain Research Centre Appeal Manager:-

Telephone No. 0113 2064995

Web & Communications Coordinator :-  
Andrew Roberts

Telephone No. 0113 2068412  
0113 2065693

## **Aims and Objectives**

235 year's ago six gentlemen met at the New Inn and decided to build a hospital from private subscription. The result was The General Infirmary at Leeds which then amalgamated with seven other health care establishments, to become the Leeds Teaching Hospitals NHS Trust the largest NHS Trust in the UK and the largest provider of health care in Europe.

This amalgamation brought together the charitable funds from the two major hospitals creating the charity now known as the Leeds Teaching Hospitals Charitable Foundation with seven Trustees. The Charitable Foundation and its Trustees are separate from the NHS and Hospital Trust, although they work very closely with both. The Charitable Trustees manage all of the charitable funds that are raised, ensuring tax effective giving from the hospitals and administer all legacies. They allocate funds to assist the hospitals, departments, and wards in a variety of ways, from purchasing the latest and best diagnostic and therapeutic equipment to research and amenities for patients and staff. This is all in addition to what the NHS budget provides and creates a better environment for patients treatment and recovery.

The Charitable Foundation is a registered Charity (Registration No. 1075308) and it is accountable to the Charity Commissioners for all fundraising carried out in and on behalf of the hospitals, departments and wards. The Charitable Foundation must ensure all fundraising activity is authorised, monies raised are accurately accounted for and all activities comply with Charity Law.

Charities Act 2011

Charity Commission NHS Charities Guidance (February 2012)

Charity Commission The Hallmarks of an Effective Charity

## The Charitable Trustees 2.

The Board of Charitable Trustees consist of six independent lay members and one NHS link appointee, making a total of seven.

A Trustee's term of office is four years. The Board of Trustees are individually answerable to the Charity Commissioners with regard to the management of funds. They are duty bound to ensure that all monies within their responsibility are applied in accordance with the terms of reference of each individual charity account and also comply with the wishes of each individual donor.

The Charitable Foundation and its Trustees are independent of the National Health Service and Hospital Trusts, although they work very closely with both. The Charitable Trustees are responsible for managing all charitable funds that are raised or donated within the Leeds Teaching Hospitals Trust area, including legacies. They agree the expending of funds in accordance with the terms of each charity account to the benefit and assistance of all hospitals, departments, patients and staff. These funds are applied to complement National Health service budgets in a variety of ways funding research, the purchase of specialist equipment and patient and staff amenities creating a better environment for treatment and recovery.

### **Lay Trustees**

Mr Edward Ziff  
Mr Roger Frier  
Mr David Loudon  
Mr Peter Parker  
Cllr Mrs. Caroline Gruen  
Prof Peter McWilliam

### **NHS Trustee Link**

Mrs. Linda Pollard

The Board of Charitable Trustees meet six times each year on a bi-monthly cycle, the first meeting each year being in January. Six Special Advisory Groups (SAGs) have been constituted each chaired by a Charitable Trustee to review and recommend applications to the main Board of Trustees. The six disciplines are -

Training and Education SAG  
Patients, Staff and Support Services Environment SAG  
Patients, Staff and Support Services Medical & Scientific Equipment SAG  
Research & Innovation SAG  
Finance & Audit SAG  
Yorkshire Cancer Centre & General Fundraising SAG

## **The roll of the Charity Commissioners**

**3.**

Charities are part of British life. They range from small groups meeting local needs with few resources, to the well-known major charities with budgets of millions.

Whatever their size or purpose, an essential requirement of all charities is that they operate for the public benefit and independently of government or commercial interests. The Charity Commission for England and Wales is the statutory organisation that regulates charities. Their aim is “to give the public confidence in the integrity of charity” The Commission is not a grant-making organisation and do not provide money, either to charity or individuals.

The Charity Commission seeks to ensure that charities operate within a framework that enables them to work effectively for the purposes for which they were set up.

Most charities in England and Wales have to register with the Charity Commission.

Each year the Commission monitor all charities with an income over £10,000 a year.

These charities are legally obliged to provide a copy of their annual accounts and reports, making charities open and accountable, and allows oversight of their activities.

They aim to identify and resolve problems with individual charities at an early stage.

Whilst the amount of deliberate fraud or dishonesty within charities is low, the Commission has strong legal powers to investigate and deal with it when it occurs.

### **The Commissioners role in promoting high standards**

1. The Charity Commissioners aim is to promote public confidence in the integrity of charity. It is public confidence that sustains the position of charities individually and collectively, enabling them to play the central role they do in today’s society.
2. Charities have a special status and advantages under the law. In return, they are required to operate within a framework of supervisory arrangements. The public expect these arrangements to ensure that charities conform with minimum legal and regulatory requirements. The public in return expect reassurance that charities achieve high standards of practice in the management of their resources and in the delivery of their charitable services or benefits.
3. Their task is to supervise charities activities, on behalf of the public, so that their expectations are met. It is not just a question of taking corrective action after something has gone wrong. They prefer to work in partnership with charities to make sure that problems do not arise in the first place. They have experience of, and continuing contact with, large numbers of charities of all sizes and types. This makes them uniquely placed to anticipate potential problems and helps charities avoid them, and to identify good practice and encourage their wider adoption.

**A well-run charity achieves high standards and attracts public confidence and support. The Charity Commission expects every charity to aspire to high standards and will work with them towards ensuring this goal.**

## Opening a Charitable Account 4.

Leeds Teaching Hospitals Charitable Foundation is registered as the master charity for Leeds Teaching Hospitals, forming an umbrella for many funds. Each fund has a unique number which allows it to be separately identified on the computerised accounting system. The day to day management, administration and financial functions of the Charitable Foundation are administered from the Charitable Trustees Office at St James University Hospital, Trust HQ.

The Charity Commission has issued very clear guidelines regarding the opening of new individual funds within charities. The instructions are that charities should rationalise and consolidate their funds, with the purpose of each fund being as wide as possible whilst still being practical. The Trustees of The Leeds Teaching Hospitals Charitable Foundation are obviously keen to ensure these guidelines are upheld.

**Receiving Gifts or Cash** - If your department or ward attracts monies from donations, fundraises or generates other income of a charitable nature, this should be paid into an account managed by the Charitable Foundation. You should be aware that if you hold charitable donations in external non charity registered accounts, then you are personally responsible to your donor, the Inland Revenue and the Charity Commission. Holding external bank accounts that are operating as a charitable account would result in the Inland Revenue treating it as personal income, and therefore liable for taxation. This action would also contravene NHS Trust policy.

Your first step to opening a new Charitable Account is to complete the application request form a copy of which can be supplied by the Trust Fund Accounts Office. To assist effective processing of your application, would you please ensure all sections of this form are fully completed, and your Clinical Management Team Business Manager has authorised your application.

For a new fund account to be opened the principle criteria are :

The **purpose** of the fund must fall within the “Objectives” of your main Charitable Fund, ie ‘ ...for the services provided by your NHS Trust ‘ and that we do not already hold an individual fund where your proposed purpose would comfortably fit.

The Advisors for the fund must hold a **contract of employment** with the relevant NHS Trust: an Honorary Contract is acceptable.

The **income** must be wholly charitable, ie. a straight donation with ‘no strings attached’, or funds/fundraised for the direct benefit of your ward or department.

The **expenditure** must relate to the purpose of the fund, e.g ward funds to benefit patients and staff or research funds to benefit that particular area of research.

## Receiving funds and paying into your account

### Donations –

The Leeds Teaching Hospitals NHS Trust has a strict policy with regard to the receiving and handling of donations in the form of cash or cheques. All wards and departments should have a receipt book, these are supplied to you at no charge by the Charitable Trustees. If you have a cashiers office adjacent to your ward or department donors should be encouraged to use their services when making a donation. This will minimise the amount of money held in your department.

A receipt should be completed for all donations and gifts received by your ward or department, providing the receipt is completed in full this will guarantee your charitable account receives full credit promptly. **Gift Aid - Providing a donor pays Income Tax or Capital Gains Tax, by completing the donors details and securing their signature on the receipt each donation will be increased by 25%.**

Receipt books are in quadruplicate. The white copy should be given to the donor. If the donation is received by post the receipt should be attached to the thank-you letter and sent to the donor. The second and third copies (yellow & blue) will be retained by the cashiers office when you pay in all cash and cheques.

The cashiers office will give you a receipt for the total you have banked. This receipt should be attached to the final copy receipt (green) and retained by you. The yellow copy receipt retained by cashiers will be sent by them to the Trust Fund Accounts Department who will use this to credit your account with the appropriate amount, **including the additional 25% providing the receipt bears the donors details and signature.** In accordance with hospital policy all receipts should be banked with your local cashiers office regularly reducing the risk of theft or loss.

Receipt books should be held in a secure location, and will be subject to periodic audit.

Donations received by the Charitable Trustees or the Trust Fund Accounts Department will be receipted, banked and a thank you letter produced on your behalf. Copies of all correspondence will be sent to you for information.



## Tax Effective Giving

### Written Gift Aid

This form of giving is referred to as **Gift Aid**. This enables charities to claim back the income tax paid to the Inland Revenue by the donor on their donation. Gift Aiding a donation increases the value of each donation by 25% and, in the case of donors who pay a higher rate of tax, creates an added personal benefit for them. This form of giving only applies to an individual who pays tax and please remember many people who are retired pay income tax.

The receipt in your receipt book now accommodates this giving. This needs to be completed in full, signed and dated by the donor.

### Verbal Gift Aid

If a donation is received by post, a telephone conversation with the donor will confirm if they are paying income tax. On confirmation of this and their agreement to Gift Aid their donation, complete and date the Verbal Gift Aid declaration.

This will increase the donation value by 25%. A dated duplicate copy of this form should then be sent to the donor as confirmation.

### Written Gift Aid/Verbal Gift Aid

By completing these forms and sending them to the Charitable Trustees Accounts Section you will have increased the donation by 25%

Any donation received by the Charitable Trustees will receive a thank you letter, receipt and a Written Gift Aid Declaration form.

The letter will include the following wording –

*if you pay income tax, you can increase the value of your gift at NO cost to yourself. Under the current legislation Charities are able to recover a further 25p for every £1 donated.. This is applicable to ALL donations. Please complete the enclosed “ Gift Aid document “ and return it to us in the envelope provided.*

Should the Charitable Trustees Office receive a donation for your ward or department, this will be credited to your charitable fund and we will send you a copy of the correspondence for information.

## Legacies

Legacies are a major contributor to charitable income for both the Charitable Foundation and also the NHS Trust. The Charitable Foundation vigorously promotes legacy giving through local solicitors and specific campaigns such as their Free Will Scheme.

The Charity Commission and Inland Revenue have laid down a very precise legal procedure for the administration of all legacies which the Charitable Foundation must comply with. To this end the Charitable Foundations Legacy Officer must ensure all correspondence, legal documents and accounts for each bequest are received, recorded and accounted for, creating a complete unique file for each individual bequest irrespective of the amount. All legacies/bequests must be recorded in the Charitable Foundations legacy register which have to be available for inspection at any time by the authorised representatives of the Charity Commission, Inland Revenue and Auditors.

On receipt of each legacy the Charitable Foundation and its officers must strictly adhere with the terms of each bequest, maintaining an audit trail as to how each bequest has been administered complying with the deceased wishes.

To ensure that the Charitable Foundation and the NHS Trust are able to fulfil all their legal responsibilities in relation to bequests/legacies made to them all communications whether verbal or written must be referred immediately to the Legacy officer, LTH Charitable Foundation, Leeds General Infirmary.

Executive Support/Legacy Officer:-

Susan Baulk

Telephone No. 0113 2065286

# Expenditure Guidelines

## Information Technology Equipment Purchases

The Charitable Trustees acknowledge the important role Information Technology plays within the Trust and the major benefits that can be derived from the correct introduction of systems and equipment. The use of Charitable monies should only be considered when enhancing the service Information Technology can provide. If there is a basic need to introduce Information Technology, this remains the responsibility of the Leeds Teaching Hospitals NHS Trust.

When considering the purchase of hardware and software the following points should be taken into consideration –

1. Strategic compliance of both hardware and software
2. Maintainability
3. Suitability for connection to the NHS Trust system
4. Technical suitability
5. Value for money

Irrespective of how the hardware/software is being funded, through a Charitable Trustees grant or from your own Charitable Fund, all applications must be agreed by the Hospital Trust's **Information Technology section** before any application will be approved. This will ensure all five above points have been fulfilled, and that the hardware/software is the most appropriate for the application planned.

All hardware/software must be purchased through the Trust's purchasing system. A non-stock purchase requisition must be completed and accompany all applications. To maintain security of all I.T equipment purchased using Trustees or your Charitable fund's –

- (a) A record of all purchases will be maintained by the Trustees accounts Department.
- (b) Internal Audit will be advised of all purchases.
- (c) You should record details of all new hardware on your ward/department inventory promptly. Please carry out this small task as audits will occur from time to time.

All purchases of Information Technology hardware covered by the above should be treated in the same manner as Hospital Trust purchases and be embossed with the Trust's identification markings.

## Expenditure Guidelines cont.

These guidelines have been drawn up with, and agreed by, the Leeds Teaching Hospitals Charitable Foundation. They are intended to assist fund holders in decisions about expenditure of charitable monies from their funds. Where these guidelines do not meet the precise circumstances of a particular use of charitable money, please feel free to ask for further clarification.

### **1. Charitable funds should not be used as a substitute for statutory funding**

Health bodies are required to provide a basic level of care from government funding. Charitable funds can be used to enhance this level of care, but not replace it. For example, hypodermic syringes are provided from statutory funding, but the provision of syringe pumps is an enhancement for patients and staff; an outpatients' waiting area is a basic requirement, environmental improvements to that area are an enhancement. Statutorily required training is a basic provision; where further training is available and staff are anxious to improve their skills and provide the best possible care for patients, this is an enhancement.

### **2. Charitable funds should not be used to make tax effective personal purchases**

Medical and surgical equipment and computer hardware are VAT exempt when purchased with donated monies for use within the authority. Making VAT exempt personal purchases, e.g. a computer, through charitable funds is illegal.

### **3. Research funded by external organisations**

Research funded by any organisation that does not allow general dissemination of the results is a business transaction, and should not go through charitable funds. The most common example of this is when a pharmaceutical company is funding a drug trial where the results will only be used 'in house' by the drug company, and the researcher is therefore not able to publish. This income and expenditure should be processed through internal non-charitable accounting systems.

### **4. Reasonable levels of expenditure**

Monies deposited in any of the funds that the Charitable Trustees administer are donations to a charity, and the Trustee(s) of the fund is henceforth responsible for the use of that money. Funds should be viewed in this light. They are not a source of personal financing.

#### **(a) Training Course/Conference/Seminar Fees and Attendance**

Basic fees can be paid/reimbursed. Other necessary expenses for accommodation and subsistence will be reimbursed following NHS guidelines and subsistence rates. Social outings associated with 4a must be paid for from other sources.

#### **(b) Working Lunches/Meeting Refreshments**

Charitable funds can be used to provide the refreshments for a working lunch, or at a meeting where this would be both sensible and courteous.

- (c) **Hospitality**  
Reasonable expenditure on entertaining professional visitors is allowed. A good guide to acceptable levels of expenditure is “a prudent person spending their own money”, and this would not normally include entertaining at expensive establishments in this, or any other geographical, area. **Alcohol** The Inland Revenue has laid down a direction which the Charitable Foundation will apply to all applications. If you are in doubt about the reasonableness of any planned expenditure, please contact the department.

Requests for reimbursement of hospitality expenses should include brief details of those attending, and the reason for the hospitality being extended.

- (d) **Staff Outings/Entertainment**  
This expenditure should be related to groups of staff, not individuals. The Inland Revenue has a set limit per person per year that can be spent before tax has to be applied. This amount can be spread over the year on different outings. Going over this limit could result in the whole amount becoming liable for tax.

- (e) **Travel**  
The general rule of thumb is to ensure the mode and style of transport is appropriate and here the discretion of the fund holder – who carries a delegated responsibility from the Trustee(s) for the proper use of the charitable monies – will need to be used. Where possible a prudent choice should be made, and travel plans made which take advantage of available savings. Car travel can be reimbursed at either the public transport or NHS rate. **Business and 1<sup>st</sup> class travel will not normally be supported but may be considered for long haul flights. (pre-approval must be sought)**

- (f) **Value for Money**  
When buying-in services, fund holders should always seek to ensure value for money by obtaining more than one quotation.

## **5. Reimbursement of Expenses by External Organisations**

Where expenses are met by external organisations, these cannot be routed through a charitable fund. Money given to a charitable fund is a donation to that fund, and any subsequent reimbursement can only be made at levels laid down in these guidelines when support by all relevant documentation.

## **6. Proof of Expenditure incurred must be provided when claiming reimbursement**

The Charity Commission, Audit Commission and Inland Revenue require the Charitable Foundation to have documentation in support of all payments and reimbursements. Claims for expenses incurred for travel and accommodation costs must be supported by original invoices and travel documents e.g. train/plane tickets/invoices, hotel receipts. Credit/charge card counterfoils are not acceptable.

Where possible, registration fees for conference/training courses/seminars should be paid directly by the Charitable Funds Section. This ensures that members of staff are not out of pocket for any period of time.

When payment has been made by credit/charge card, the claim for reimbursement must be supported by the original invoice, plus a copy of the entry on the credit/charge card statement, internet currency converter will be used to convert back to £ sterling any expenditure incurred in a foreign currency.

An agenda or programme for the event attended should be included with reimbursement paperwork and the signed release of monies form.

**7. Payments to staff, including University of Leeds employees, for work, appropriate to charitable funds, additional to contractual duties**

These payments will be made through the relevant payroll system, University claims will be paid against invoice. Requests to pay the above should include:

- (a) Charitable Foundation approval number and date
- (b) Details of appropriate work carried out
- (c) Record of hours worked
- (d) Rate at which payment should be made
- (e) Payroll details

**8. Contracted members of staff with external self-employed status**

Some members of staff have self-employed status for a business they operate outside normal working hours, e.g. catering. Payment for services provided to fund holders will only be paid gross, without the deduction of Income Tax and National Insurance, if the Charitable Funds Section is given authority to do so by the Inland Revenue office dealing with the self employed status. The onus is on the employee to ensure this authority is provided. Colleagues should not be used to provide such services simply because they are known to the 'purchaser'. Value for money should be one of the criteria used, see 4(f) above.

**9. Payments to Non-Employees**

Requests to pay the above should include:

- (a) Details of appropriate work carried out
- (b) Record of hours worked
- (c) Rate at which payment should be made
- (d) National Insurance number
- (e) Home address

The Inland Revenue requires item (d) and (e), and we *may not* make payment without these details.

**10. Payments to people with a personal connection, or relationship, with Fund Holders or Signatories**

Requests to pay the above should include:

- (a) A declaration of the personal connection or relationship
- (b) Independent verification of the appropriate work carried out
- (c) Independent verification of the hours worked
- (d) Payroll details, or
- (e) Home address and National Insurance number

If item (d) cannot be fulfilled, the Inland Revenue requires item (e) and we *may not* make payment without these details.

### **11. Gift Vouchers**

In relation to payment for services, the Inland Revenue treats gift vouchers as cash and they should not, therefore, be given in lieu of payments.

As a concession, the Inland Revenue does allow certain gift vouchers to be given as long service or retirement gratuities without the deduction of Income Tax and National Insurance, see guide lines for this scheme listed at the end of section, How to use your account.

### **12. Personal Subscription**

Membership of most UK, many European Union, Commonwealth and North American professional bodies can be offset against tax and are, therefore, a personal expense and not chargeable to charitable funds, this also includes Professional Insurance fees.

### **13. Donation of Personal Income**

Assignment in advance of private fees to a medical charity is a donation to that charity. This money may then only be expended on the items appropriate to that charity, and the responsibility for all use rests with the Trustee(s) of the charity. Charitable money cannot be used for non-charitable expenditure.

### **14. Implications of holding charitable donations in external funds or bank accounts**

- (a) You should be aware that if you hold charitable donations in external non-charity registered accounts, then you are personally responsible to your donors, the Inland Revenue and the Charity Commission. If a donor has made a formal charitable donation (is the company or individual declaring it in their annual tax return, for instance?), that donation *must* go to a charity.
- (b) Holding external bank accounts that are operating as a charitable account may result in the Inland Revenue treating as personal income, and so could therefore become liable for taxation. This action would also contravene NHS Trust policy.

Finally there are strict legal guidelines to which we, in the Charitable Foundation, must adhere. Our service to the Trustee(s) ensures that they can demonstrate that all donations received have been placed in the appropriate funds, and that the donors' wishes have been fulfilled.

All expenditure has to be strictly charitable. The funds are open for inspection at anytime by the Charity Commission, Audit, Inland Revenue, and Customs & Excise.

The Charitable Foundation is only too willing to help and advise on particular instances. Where it seems expenditure may be inappropriate, discussions with the fund holder will always take place and, in the final instance, the matter can be referred to the Trustees of the Leeds Teaching Hospitals Charitable Foundation.

## EXAMPLES OF TYPES OF EXPENDITURE

We are often contacted to confirm whether a particular item of expenditure may be purchased from a certain type of fund. Listed below are some examples of types of expenditure:

<b>RESEARCH</b>	<p><b>Research Expenses</b></p> <p><b>Salaries</b> Will only be paid via The Leeds Teaching Hospitals contract salaries system and where applicants have an honorary contract they must be able to demonstrate a significant professional/clinical commitment to the Leeds Teaching Hospitals NHS Trust. External salaries cannot be reimbursed with monies held in Leeds Teaching Hospital Trust Funds.</p>
<p><b>Please note:</b> This charity cannot bring into its accounts any research income that has strings attached to it <b>All monies <u>must be wholly charitable</u></b></p>	<p><b>Consumables</b> Associated Equipment Travel Costs to Meetings Travel Expenses for patients on research trials Note: There is a very fine line between Education and Research, and in some instances it is correct to take Educational expenses from a Research fund</p>
<b>PATIENT WELFARE</b>	<p>Items for patients (e.g. arts and crafts materials for Occupational Therapy, china, dayroom furniture, pretty duvet covers – basically anything to make a patient’s stay in hospital more pleasant &amp; comfortable) Equipment to benefit patients (e.g. special beds, syringe pumps, etc) Equipment must be additional not essential. All essential items of equipment for service provision <b>MUST</b> be provided by the NHS Trust.</p>
<b>STAFF WELFARE</b>	<p>Equipment to benefit staff and make their working environment better (e.g. easy chairs, kettles and toasters for a staff room, etc) Education (see Education below for examples, except for running courses) <b>Note : This would not include staff outings and entertainment or Award ceremonies.</b></p>
<b>EDUCATION</b>	<p>Education and associated costs, which could include: Equipment Running Courses – all associated costs (hire of room, refreshments, payment of speakers, slides, etc) Books and Educational Videos Subscriptions to Clinical Societies/Journals <b>Note : This would not include social activities associated with educational events</b></p>
<b>EQUIPMENT</b>	<p>Equipment :- Equipment must be additional not essential. <b>All essential items of equipment for service provision MUST be provided by the NHS Trust.</b></p>



## VAT EXEMPTION

Items which *may* be eligible for VAT zero rated  
when purchased from Charitable Funds

Anaesthetic apparatus	Graduated medicine measures
<p>Highly specialised beds designed to prevent deterioration in a patient's condition or to materially assist recovery (e.g. net suspension beds, medical waterbeds)</p> <p>Adjustable hospital beds that have either a tilting action or a variable height feature.</p> <p>Clinical thermometers</p> <p>Computers and peripheral units (research only)</p> <p>Electron and other microscopes</p> <p>First aid boxes and medical kits containing both eligible and ineligible items provided they are only supplied as single packaged items</p> <p>Video equipment (including cameras and tapes) for training, education and medical</p>	<p>Hoists and other patient lifting devices</p> <p>Laboratory glassware and plastic-ware</p> <p>Physiotherapy apparatus (including specialised play equipment designed for sick or handicapped children)</p> <p>Refrigeration equipment</p> <p>Resuscitation equipment (Research)</p> <p>Sphygmomanometers (blood pressure equipment)</p> <p>Stethoscopes (Research)</p> <p>Surgical instruments (Research)</p> <p>Tapes and disks specially designed for computer use for research and education</p> <p>X-ray equipment and X-ray films</p>

Computer Equipment includes any computer, its peripherals and parts and accessories. This includes disks and tapes specially designed for use with the computer, but general purpose tapes or items such as paper are not included.

Refrigeration equipment includes both freezing and cooling equipment, and parts and accessories designed solely for use with such equipment.

Video equipment includes all types of video equipment and systems, including accessories and tapes.

**FOR FURTHER INFORMATION AND DETAILS ABOUT  
ELIIBILITY FOR VAT EXEMPTION PLEASE CALL THE  
CHARITABLE FOUNDATION TRUST FUNDS :- 0113 2065896**

### Withdrawing funds from your Charitable Account

Any fund holder wishing authorisation to withdraw money from their Trust Fund account is required to complete **in full** the form 'Charitable Fund Application for the release of Charitable Monies from Specific Funds' WGN280. **Retrospective applications are discouraged**, and some may **not** receive authorisation. The authorisation and processing of applications not completed in full may be delayed through lack of information.

Please complete the application form **in full**. This will greatly assist speedy processing of your application. The application needs the signature of the appropriate Fund Advisor before it can be processed.

All purchases **must** be made through the Supplies Department. This ensures all goods purchased benefit from competitive pricing, and meet the high standards and specifications required by the Hospital Trust, who have a statutory responsibility for health and safety and complying with the many other safety standards.

A non-stock requisition should be completed attaching relevant estimate or quotation, these documents should accompany your completed application.

For the purchase of equipment between £5,000 - £100,000 a Case for need and completed form MSE1 & MSE3 must be attached to your application.

For items over £100,000 a completed form MSE1 & MSE3 and a full written Business case is essential.

If you wish to attend a training course or conference, providing a completed application and registration forms are sent to the Trust Fund Accounts Department in good time, a cheque can be sent direct on your behalf. Failing this; all receipts for registration, accommodation and travel must accompany your application.

All expenditure payments will be made by cheque with the exception of personal reimbursements under £50 these can be paid via Cashiers if requested.

For long serving members of staff there is a retirement gift scheme in place, please refer to section Retirement Gift Voucher Scheme

## How your Trust Fund is reviewed Procedure Note

Periodic reviews of individual trust funds should be undertaken to ensure that funds are being used in line with charitable objects, and not hoarded against the future. Foundation officers will regularly check all funds for the following:

- 1) Funds with no transactions
  - 2) Funds with a zero balance
  - 3) Funds with a negative balance
  - 4) Funds without up to date fund advisors
  - 5) Multiple funds held by one advisor
- 
- 1) Where funds have no transactions during a full year, fund advisors will be contacted to remind them about the fund and the need to use monies, not hoard them.
    - a. First contact will take the form of a letter attached to the year end statement i.e. the March statement, which is sent out in late April. This letter will request that the fund advisor contact the Foundation to discuss the issue.
    - b. Responses will be monitored and recorded.
    - c. Fund advisors who do not respond by the end of May will be contacted again, this time by phone.
    - d. Responses and comments will be recorded, together with any action taken, e.g. transfer/closure/future plans for spending.

NB Many funds only show activity during certain times of the year, e.g. Christmas or an annual event. This is the reason for reviewing a full year's activities.

- 2) Funds with a zero balance will be suspended in order that no further expenditure can be made against the fund. Fund advisors who wish to reinstate such funds can do so where there is a reasonable expectation of future income.
- 3) Under normal circumstances, funds should not be overspent. There are two accepted instances of negative funds:
  - a. There is a time lag between income and expenditure due to banking delays (it takes on average 3-4 weeks from banking at cashiers for a receipt to show on a fund.)
  - b. The fund has a contract in place with an external organisation to receive funding, but that funding has not yet been received.

NB Either instance may only occur with the agreement of Foundation officers, and must be closely monitored.

- 4) When funds are left without advisors due to retirement or staff relocation, funds may be reassigned at the discretion of the Trustees:
  - a. Ward funds are generally handed over to the new Ward Sister. When wards are closed, the monies should follow the service provision, rather than the fund advisor. When the service ceases, allocation of monies is then at the Trustees' discretion.

- b. Fund advisors can request that their fund be transferred to another person, but if Foundation Officers are in any way concerned about the correctness of the transfer, advice must be sought. Such a move is the Trustees' decision, not the fund advisor.

NB It is important to note that individual doctors may not take their funds with them when they leave the trust.

- 5) Multiple funds held by one fund advisor are not encouraged, and fund advisors will be advised to amalgamate existing funds where possible and consider widening the objectives as new requirements arise. Often fund advisors believe they have to set up a new fund for each new activity, and have not considered using their existing funds. However, each request for an additional fund will be considered on its merits, as the Foundation does not wish to hamper activities or cause unnecessary confusion.

#### REVIEW CYCLE

Zero Balances	Monthly
Negative Balances	Monthly
Zero transactions	Annually in April, (then as per 1) above
Status of fund advisors	Annually in April
Multiple funds	Annually in April

All contact with fund advisors will be recorded. Currently there is a facility for recording remarks with the Harlequin Accounting system. This is due to be improved with the next Harlequin upgrade, which will make monitoring simpler and more effective.

## Retirement Gift Voucher Scheme

The Charitable Trustee operate a voluntary Retirement Gift Voucher scheme, laid out below are the procedure guide lines –

To qualify for this scheme all staff must have completed a minimum of 20 years unbroken service at the time of retirement with the Leeds Teaching Hospitals NHS Trust and/or one of the Trusts predecessor bodies. For example St. James's University Hospital, Leeds General Infirmary, Wharfedale, Cookridge, Chapel Allerton, Seaceoft, St. Georges, Killingbeck or Newton Green Hospitals.

As from the 1<sup>st</sup>. January 2005, staff requesting vouchers where their service, department or Ward/Hospital have **Transferred** to the Leeds Teaching Hospitals NHS Trust, will no longer be entitled to the retirement scheme.

As from the 1<sup>st</sup>. January 2005, Staff whose service with a Department or Ward have been **transferred from** the Leeds Teaching Hospitals NHS Trust to another Trust, PCT of Health provider, will no longer be entitled to the retirement scheme.

As from the 1<sup>st</sup>. January 2005, the Charitable Foundation will not accept retrospective or back-dated applications for retirement vouchers. The Trustees require applications in advance of retirement date to ensure prompt and timely administration of the scheme.

Retirement vouchers are calculated as follows –

20 years unbroken service	£200
for every full year there after	£10 per year

All applications to the Trustees for the retirement voucher scheme **must** be certified as a true and correct application by the Head of the respective Clinical Management Team.

## **The Charitable Foundations Grant Making 6.**

Each year the Charitable Foundation invite applications for funding using monies they have generated from investments, legacies and fundraising in their name. They identify annually grant making budgets for each of the following categories –

Research & Innovation  
Training and Education  
Patients, Staff and Support Services Environment  
Patients, Staff and Support Services Medical Equipment

The Trustees have established four Special Advisory Groups one for each of the above categories, each being chaired by a Trustee with a small number of specialist NHS staff to advise them. The Special Advisory Groups will invite applications for grants to their designated discipline. All Groups meet annually to consider applications. All Matrons, Consultants, Directors and Planning Offices will be notified of the closing dates for applications and meeting dates.

All applications are registered on receipt. Each one is then appraised and debated by the appropriate Special Advisory Group who will agree a short list of applications to be recommend to a full Trust Board Meeting for ratification.

Each Special Advisory Group has identified terms and conditions all applications should comply with and also guidance principles for awarding grants.

### **Applications –**

The Charitable Trustees will publicise when grants are being considered, closing date for applications and the actual dates of their meetings.

To assist the success of your application –

Applications upto £5,000 completion of the General Purpose fund application form and a short written explanation of how the grant would be used and the benefits it would generate.

Applications £5,000 to £100,000 completion of form MSE1 & MSE3 and a case for need.

Applications over £100,000 completion of MSE1 & MSE3 and a full business case.

Research and Innovation (R&I) is a vital element of Trust activity. The Charitable Trustees are committed to encouraging high quality, ethical and appropriate R&I which makes a significant impact on clinical practice and the wellbeing of patients.

As the host organisation for research, the Trust must comply with national Research Governance standards set out by the Department of Health, and the European Directive on Clinical Trials, by ensuring that all research which takes place in the Trust is independently peer-reviewed, and formally approved by R&I management and an Ethics Committee.

### **Current Trust Research Activity**

The Charitable Foundation Trustees are committed to encouraging high quality, ethical and appropriate Research and Development which makes a significant impact on clinical practice and the well being of patients. R&D is also a vital element of the Leeds Teaching Hospitals NHS Trust Boards activity.

The strategy of the Leeds Teaching Hospitals NHS Trust is to support research and development in areas of strength and expertise. These include the following 5 priority areas

- Cancer
- Cardiovascular Disease
- Musculoskeletal Disease
- Dentistry
- Genetics

Applicants to the schemes must demonstrate how the proposed research will form part of one of the five research programmes.

As the host organisation for research the Leeds Teaching Hospitals NHS Trust must comply with national Research Governance Standards set out by the Department of Health, and the European Directive on Clinical Trials and other legislation. They must ensure that all research which takes place in the NHS Trust is independently peer-reviewed, formally approved by R&D management and an Ethics Committee.

### **Support Schemes**

The Charitable Trustees offer research awards in bidding rounds each year, by inviting bids for funding within the following categories;

## **Charitable Trustees R&D Fellowship Scheme**

This scheme supports those undertaking a programme of research for a period of up to two years. The support would be in the form of funding to buy-out the clinical service time of the researcher, thereby creating protected research time. The research programme would normally be undertaken within a well-founded research group, and as part of one of the programmes identified previously.

In exceptional cases, where there is a clear case for research capacity building which will result in high quality activity in the short term, proposals may be considered from areas not covered by the Trust's current research programmes. A bench fee of up to £5k pa may be included in the award. Registration costs for research degrees are not covered

*Duration 2 years*

*Value of each award £55k pa*

## **Charitable Foundation Pilot Project Awards**

The scheme is designed to support pilot projects which will lead to a larger research grant application to one of the following bodies;

- Department of Health
- Research Councils (e.g. Medical Research Council )
- Wellcome Trust
- Cancer Research UK
- British Heart Foundation
- Arthritis Research Council
- Charities where funding is awarded following open national competition and subject to peer review

All applicants must submit an application with a covering letter stating the national funding body to which the full application would be made.

*Duration 1 year*

*Maximum Value of each award £40k*

Where applicants have an honorary contract with the NHS Trust, they must be able to demonstrate a significant professional/clinical commitment to the NHS Trust in order to be eligible to apply.

### **Eligibility Criteria**

Applicants must be employed by the Leeds Teaching Hospitals NHS Trust or have an honorary contract with the Trust.

Where applicants have an honorary contract with the Trust, they must be able to demonstrate a significant professional/clinical commitment to the Trust in order to be eligible to apply.



## Process

The awards process is administered jointly by the Charitable Trustees and the Trust R&D Department to ensure compliance with all necessary governance requirements. The process includes scheme advertising, standardised application forms, independent peer-review of proposals, ethical committee approval and a final selection process undertaken jointly with the Trustees. The final selection of the successful fellowship awards will include interviews undertaken jointly by nominees from both the Charitable Trustees and Trust R&D. Funded projects must be registered with the Trust R&D department.

## Applications

All applicants must submit the original completed application form plus six copies and also send an electronic copy to: [Maria.Booker@nhs.net](mailto:Maria.Booker@nhs.net)

Applications with missing signatures will be automatically rejected.

Applications will be invited –

Fellowship Scheme	Annually
Pilot Project	Annually

*Application forms are available from*

Maria Booker  
Secretary to the Charitable Trustees/  
Charitable Foundation Manager  
Charitable Foundation Offices  
St James's University Hospital  
Trust Headquarters  
Leeds LS9 7FT  
[Maria.Booker@nhs.net](mailto:Maria.Booker@nhs.net)

Tel: 0113 20 65173

# **Training and Education Special Advisory Group**

## ***GUIDANCE PRINCIPLES FOR AWARDING GRANTS***

### **GENERAL**

1. The awards made by the Charitable Trustees must not conflict with Trust policies or programmes.
2. The Charitable Trustees will invite applications for consideration for their yearly Training & Education Special Advisory Group Meeting. All applications must be received by the closing date of the invitation, to enable the Trustees to ask questions and possibly visit relevant sites prior to the meeting.
3. The Trustees will review these principles annually.
4. Without prejudice to the exclusions below, the Trustees may agree to support a particular initiative in a particular period. Awards in such period should be in furtherance of that single aim or set of objectives, in which case applications for awards will, in addition to the other criteria, be assessed in the light of that agreed initiative or aim. The Trustees will endeavor to give a notice of any agreed objective or initiative which may affect applications.

### **TRAINING INITIATIVES**

1. Support and grants for training will be allocated for a maximum period of one year, and may be for a shorter period.
2. Applicants must demonstrate:
  - 4.1 the initiative is consistent with and supports other Trust, or Trustee, initiatives over the same period, but does not duplicate such other initiatives
  - 4.2 funding is not available elsewhere
  - 4.3 that the initiative is worthy of support
3. The support and advice of their Line Manager, Trust Training and/or Personnel Department may be sought as to whether awards are appropriate.
4. Awards will generally be made for a maximum of 75% of tuition costs.

## **EQUIPMENT**

1. The Charitable Trustees may provide equipment to assist in training and education throughout the Trust's hospitals. The Charitable Trustees do not, in general, pay for salaries, construction costs or basic standard equipment and furniture, including that to fulfil Health & Safety requirements.
2. The Charitable Trustees will consider the provision of books, DVDs, software and other learning aids for any department or library in the Trust's hospitals.
3. Applicants must satisfy the Charitable Trustees that:
  - 3.1 The resources sought cannot be made available by the Trust
  - 3.2 Funding is not available elsewhere
  - 3.3 The resource is not available elsewhere within the Trust's hospitals. Funding is available to maintain the resource and keep it up-to-date.
  - 3.4 The format of the resource (e.g. paper-based, or software) is appropriate.

## **CONFERENCES**

1. The Charitable Trustees may support conferences organised under the auspices of the Trust for Trust staff where appropriate. All conferences must have a defined learning or training element Applications should be made in the first instances to the Chief Nurses Fund , or Line Manager.
2. Funding must not be available from elsewhere for that part of the conference for which an award is sought.
3. Priority will generally be given to the Nurses Conference traditionally held in May of each year.

## **PRIZES**

The Charitable Trustees will award, generally through the local universities, historic prizes and awards to recognise outstanding achievements by pre-registration students. They also have the authority to award, and accept funding for, prizes for qualified professional staff, and support staff, in appropriate circumstances.

## **EXCLUSIONS**

1. The Charitable Trustees will not fund basic costs normally paid for by the National Health Service.
2. The Charitable Trustees will not fund projects, or initiatives, sponsored by the Trust, the funding for which the Trust should identify as part of such sponsorship or initiative.
3. Mandatory Training is Trust responsibility.

## **Successful Applications**

1. All Applicants will be notified in writing stating the **total** amount granted and any time restriction applicable, normally within 6 months.
2. Every successful application will be allocated an approval number, which should be quoted on all correspondence, non-stock requisition order forms and invoices.
4. On receipt of above the Department/Ward should contact Charitable Foundation stating approval number. The Charitable Foundation will then approve a non-stock requisition for any equipment or items the documentation will then be processed via LTH supplies department.

**The application should not exceed the total of the Grant.**

**Applications will be invited each financial year from -**

Maria Booker  
Secretary to the Charitable Trustees/  
Charitable Foundation Manager  
Charitable Foundation Offices  
St James's University Hospital  
Trust Headquarters  
Leeds LS9 7FT  
[Maria.Booker@leedsth.nhs.uk](mailto:Maria.Booker@leedsth.nhs.uk)

Tel: 0113 20 65173

# Patients, Staff and Support Services Special Advisory Groups

## Guidance Notes

### ▪ Patient and Staff Amenities Environment

- The provision of furniture, furnishings and comforts to enhance patients stay in hospital.

- Provision of staff amenities (for example rest and recreation areas)

### ▪ Patient and Staff Amenities Equipment

- Provision of medical and other equipment to enhance the diagnosis and treatment of patients.

- Schemes to upgrade or enhance patient and staff areas, where NHS funding would not otherwise be available ( excluding health and safety schemes )

## Notes

### 1. Wards -

Any ward applying for a grant from the Trustees needs to show why the item is not being purchased from there ward budget.

### 2. Wards and Departments -

Must be able to confirm they do not have money available in a designated account or Trust Fund.

### 3. Salaries -

Will not normally be funded via Patient Staff and Support Services Awards, but exceptional applications will be considered

### 4. Refurbishment -

The Trustees will not fund building work required on Health and Safety grounds.

### 5. Computers –

Will not normally be funded unless linked to training, research or education.

### 6. Medical Equipment –

A Form MSE1 & MSE3 must be completed for each item over £5k. Where CMT's submit multiple applications, they are required to prioritise their applications.

They must also confirm there is no money available in designated account or Trust Funds and that appropriate maintenance arrangements have been agreed with the Department of Medical Physics and Engineering. The CMT must also confirm it will meet any revenue costs.

7. Volunteers, Patient comforts and equipment –  
Applications will be considered

## **Successful Applications**

2. All Applicants will be notified in writing stating the **total** amount granted and any time restriction applicable, normally within 6 months.
2. Every successful application will be allocated an approval number, which should be quoted on all correspondence, non-stock requisition order forms and invoices.
5. On receipt of above the Department/Ward should contact Charitable Foundation stating approval number. The Charitable Foundation will then authorize on provision a non-stock requisition for any equipment or items the documentation will then be processed via LTH supplies department.

**The application should not exceed the total of the Grant.**

## **Applications will be invited – April**

*From :-*

Maria Booker  
Secretary to the Charitable Trustees/  
Charitable Foundation Manager  
Charitable Foundation Offices  
St James's University Hospital  
Trust Headquarters  
Leeds LS9 7FT  
[Maria.Booker@leedsth.nhs.uk](mailto:Maria.Booker@leedsth.nhs.uk)

Tel: 0113 20 65173

## Research and Innovation

All Research and Innovation grants are made by the Charitable Foundations R & I Special Advisory Group.

This group consider applications annually, the grant making time table is advertised on Group wise and also on the Trusts R & I pages of the internet.

Each year packs are available to applicants who wish to make an application for consideration for Fellowship Awards. Pilot Project Awards.

Successful Pilot Project Awards will be advised after the October Research & Development Special Advisory Group Meeting. Fellowship applicants will be invited for interview in September and will be advised of the Awards following the interviews.

Application packs are reviewed each year to include any updates and changes such as Project Lead names, closing dates etc.

Application packs are available from -

Maria Booker  
Secretary to the Charitable Trustees/  
Charitable Foundation Manager  
Charitable Foundation Offices  
St James's University Hospital  
Trust Headquarters  
Leeds LS9 7FT  
[Maria.Booker@nhs.net](mailto:Maria.Booker@nhs.net)

Tel: 0113 20 65173

Listed below previous years Guide Notes to Applicants

May 2015



## **Research and Innovation Special Advisory Group**

### **Guidance Notes**

#### **Introduction**

The Charitable Foundation Trustees are committed to encouraging high quality, ethical and appropriate Research and Development which makes a significant impact on clinical practice and the well being of patients. R&I is also a vital element of NHS Trust Boards activity.

As the host organisation for research, the NHS Trust must comply with national Research Governance Standards set out by the Department of Health, and the European Directive on Clinical Trials. They must ensure that all research which takes place in the NHS Trust is independently peer-reviewed, formally approved by R&D management and an Ethics Committee.

#### **Current Trust Research Activity**

#### **Introduction**

The Charitable Foundation Trustees are committed to encouraging high quality, ethical and appropriate Research and Development which makes a significant impact on clinical practice and the well being of patients. R&D is also a vital element of the Leeds Teaching Hospitals NHS Trust Boards activity.

The strategy of the Leeds Teaching Hospitals NHS Trust is to support research and development in areas of strength and expertise. These include the following 5 priority areas

- Cancer
- Cardiovascular Disease
- Musculoskeletal Disease
- Dentistry
- Genetics

Applicants to the schemes must demonstrate how the proposed research will form part of one of the five research programmes.



As the host organisation for research the Leeds Teaching Hospitals NHS Trust must comply with national Research Governance Standards set out by the Department of Health, and the European Directive on Clinical Trials and other legislation. They must ensure that all research which takes place in the NHS Trust is independently peer-reviewed, formally approved by R&D management and an Ethics Committee.

### **Support Scheme**

The Charitable Foundation Trustees offer research awards in bidding rounds each year, by inviting bids for funding within the following categories;

### **Support Schemes**

The Charitable Foundation Trustees offer research awards in two bidding rounds each year, by inviting bids for funding within the following categories;

### **Charitable Foundation R&D Fellowship Scheme**

This scheme supports those undertaking a programme of research for a period of up to two years. The support would be in the form of funding to buy-out the clinical service time of the researcher, thereby creating protected research time. The research programme would normally be undertaken within a well-founded research group, and as part of one of the programmes identified previously. In exceptional cases, where there is a clear case for research capacity building which will result in high quality activity in the short term, proposals may be considered from areas not covered by the NHS Trust Board's current research programmes. A bench fee of up to £5k pa may be included in the award. Registration costs for research degrees are not covered

*Duration 2 years*

*Maximum Value of each award £55k pa*

### **Charitable Foundation Pilot Project Awards**

The scheme is designed to support pilot projects which will lead to a larger research grant application to one of the following bodies;

- Department of Health
- Research Councils (e.g. Medical Research Council )
- Wellcome Trust
- Cancer Research UK
- British Heart Foundation
- Arthritis Research Council
- Charities where funding is awarded following open national competition and subject to peer review

All applicants must submit an application with a covering letter stating the national funding body to which the full application would be made.

*Duration 1 year*

*Maximum Value of each award £40k*

## **Eligibility Criteria**

Applicants must be employed by the Leeds Teaching Hospitals NHS Trust or have an honorary contract with the NHS Trust.

Where applicants have an honorary contract with the NHS Trust, they must be able to demonstrate a significant professional/clinical commitment to the NHS Trust in order to be eligible to apply.

## **Intellectual Property**

Researchers receiving funding from the Foundation must ensure that the outputs of their research are disseminated and used. In some instances this may be best achieved through the protection and commercial exploitation of Intellectual Property. This is done via MedIPex Ltd, the NHS Innovation Hub for Yorkshire and Humberside.

## **Process**

The awards process is administered jointly by the Charitable Foundations Trustees and the NHS Trust R&D Department to ensure compliance with all necessary governance requirements. The process includes scheme advertising, standardised application forms, independent peer-review of proposals, ethical committee approval and a final selection process undertaken jointly with the Charitable Foundations Trustees.

The final selection of the successful fellowship awards will include interviews undertaken jointly by nominees from both the Charitable Foundation and NHS Trust R&D. Funded projects must be registered with the NHS Trust R&D department.

*Application forms are available from -*

Maria Booker  
Secretary to the Charitable Trustees/  
Charitable Foundation Manager  
Charitable Foundation Offices  
St James's University Hospital  
Trust Headquarters  
Leeds LS9 7FT  
[Maria.Booker@leedsth.nhs.uk](mailto:Maria.Booker@leedsth.nhs.uk)

Tel: 0113 20 65173

Would all applicants please note when submitting applications we require your original application form plus 7 copies. You are also required to submit an electronic copy to the email address above

## **Fundraising**

### **Introduction**

All fundraising carried out in or on behalf of The Leeds Teaching Hospitals NHS Trust is the responsibility of The Leeds Teaching Hospitals Charitable Foundation. The Charitable Foundation operates independently of the NHS Trust. It is registered with the Charity Commission and has full responsibility for all fundraising and the management of Charitable Funds and Trust Fund accounts. As part of fundraising activities the Charitable Foundation also holds a Lotteries and Amusements License registered with the Leeds City Council.

The Charitable Foundation is responsible for all fundraising activity within the NHS Trust. All relevant activities **must** be authorised and registered with the Charitable Foundation, this also includes individuals and groups fundraising on your behalf

### **Authorisation and Registration**

All fundraising activity and events **must** be authorised and registered in advance of the planned date. Application forms are available from the Fundraising Office, individuals or groups outside the hospital will also receive a letter of authority which they need should they be challenged by the Police or any member of the public. For larger fundraising events, incurring set-up costs, more information will be required such as a risk assessment and projected income forecast.

All authorised and registered events will be covered by the NHS Trust's Public Liability Insurance. Dependent on the type and nature of the event there may be an additional charge on high risk events.

### **Collections/Collecting Boxes**

The introduction of the 1992 Charities Act requires all charities to maintain high standards in all areas of fundraising. Collections should always be carried out using an official collecting boxes/device. A master register must be maintained by the Charity. Each box/device must carry a registration number and a record kept as to whom it has been allocated Each box/device must have a secure seal intact at all times and carry the details of who is authorised to use that box/device. All collection boxes should be taken to cashiers with security seals intact for opening and counting.

No collection can be carried out in a public place (eg. street collection) without securing a licence from the Local Authority. Collections at supermarkets and retail outlets require the Company's permission, as their forecourt areas are not designated as public places. Applications for street collection licences and approaches to supermarkets/retail outlets should be made via the Fundraising Office to avoid duplicate applications.

Large raffles/lotteries must be registered with the Local Authority under the Lotteries and Amusements Act 1976. The Charitable Foundation are registered and hold a current licence. To comply with the licence, tickets must be printed giving full details, including the date and place of the draw and the name of the promoter. If you anticipate organising a large raffle please contact the Fundraising Office in advance, as the licence has other legal requirements that must be fulfilled.

Small raffles and lotteries do not have to be registered with the Local Authority as long as the tickets are being sold within an agreed area of the hospital or at a small event (not in a public place). No more than £50 must be spent on prizes, and no cash prizes can be given. The criteria for running a tombola is basically the same as that of a small raffle/lottery.

**It is illegal to discount tickets for large or small raffles.**

## Sponsored Events/Activities

Sponsored event cover such a wide spectrum, from small to large events, and it would be difficult to try and cover every activity. The Fundraising Department has the knowledge, experience and information that can assist you if you wish to organise an event of this nature. Please request this additional information/support when applying authorisation and registration.

## Events/Stalls

There are a number of areas throughout the Trust Board that have been identified as suitable for fundraising (Book Sales, Tombolas, ect.) these areas are also available for promotional activity, displays and information stands. This type of fundraising can be taken to local shows and galas. Please contact the Fundraising Dept. for further information.

## Accounting Procedure

Having organised a fundraising event you must ensure all monies are accounted for. Cash and cheques must be paid into your local Cashiers Office promptly, and receipts issued for donations received with a thank you letter.

A simple account/balance sheet should also be produced for all your events. All correspondence, return's and information should be sent to the Fundraising Office on completion.

**A detailed information sheet on organising most types of event can be obtained from the Fundraising department on request.**