

Local Networks Finance Policy

Introduction

Our Values: In the application of our policy, we will seek to ensure that we live our values - Ambitious, Compassionate and Stronger Together. We work with our local networks to ensure that local funds are managed in a way that is open and honest, maintains our supporters' trust and ensures that all funds held or raised locally are used for the benefit of people affected by Crohn's and Colitis.



Policy statement

Our local networks are led by volunteers and bring local people affected by Crohn's and Colitis together for social and education events or to raise awareness of Crohn's and Colitis within a local area or region. Local networks may raise funds to spend on local activities or the wider services and activities delivered by Crohn's & Colitis UK. Local networks are part of the charity as a legal entity, and as such the charity is responsible for the raising and use of all money raised locally.

We have a responsibility to ensure that our charity's money, which includes all funds held by local networks, is used in accordance with our charitable objectives and accounted for. Funds raised by Crohn's & Colitis UK, including funds raised by our local networks, can only be spent on charitable activities defined by our governing documents and policies. As a charity we continuously review and evolve our programmes and services to ensure our resource is used most effectively to reach, support and empower people affected by Crohn's or Colitis across the UK.

This policy describes how we meet our responsibilities and comply with the law with the management of local networks financial arrangements. All Crohn's & Colitis UK staff and local network organising teams have a responsibility to understand and comply with this policy.

Scope

This policy applies to all aspects of local network finances including local grants.

Management and administration

All staff and volunteers involved in financial processing take great care to ensure the protection of supporters' funds and the good reputation of Crohn's & Colitis UK. All our financial policies and procedures are governed by relevant regulation, and our processes uphold both current regulations and best practice.

Our local networks are structured according to two different types of finance model, operating either as a Chaired or a Coordinated Network. Chaired networks have appointed Chairs and Treasurers and manage their own bank accounts whereas coordinated networks accounts are managed centrally by volunteer coordinated Network Treasurers. The majority of Local Networks operate within the Coordinated model.

Fundraising

Local networks can raise funds for local activities and/or for wider Crohn's & Colitis UK activities. Crohn's & Colitis UK provides guidance and support to local networks on a range of fundraising activities which local networks can organise if they choose. However, any activities undertaken by a local network are managed by the group itself, the local network volunteers are responsible for organising and facilitating safe and successful activities in accordance with Crohn's & Colitis UK's policies and guidance. It should be clearly stated in all fundraising activities that any funds raised may be used for any of the charity's purposes. In other words, funds raised by local networks are "unrestricted" which means they may be used for core charity activities which help to improve the lives of everyone affected by Crohn's and Colitis including supporting research, our helpline and online information etc.

Reserves

Our unrestricted reserves are maintained to provide a level of working capital to protect the continuity of our core work, to protect a level of funding for unexpected opportunities, and to provide cover for risks such as unforeseen expenditure or anticipated loss of income. Charity Commission Guidance requires that we do not build up excessive reserve funds and that all spend is appropriate to meet our charitable objectives.

Annual review of cash balances

To ensure that cash is managed and controlled to best effect for all our supporters, local networks may hold up to £5,000 in their accounts, this will be reviewed by the Crohn's & Colitis UK finance team annually (in February each year) and any amounts in excess of this limit will be transferred for spend on wider charity activities. Requests to retain more than £5,000 will be considered on a case by case basis, for example if a local grant application is pending or still in progress and extends across two financial years.

Funding local network activities

Many local networks also wish to fundraise to deliver local network events or support initiatives that benefit people in their local area. This may include locally managed awareness raising events, social events and educational meetings.

To ensure that charity funds are spent in line with wider charity activities and priorities a maximum amount of £1,500 can be spent by local networks on any single event or activity (excluding local grants which are considered separately). Proposed spend over £1,500 for a single event or activity will only be considered in accordance with the network finance policy and would need to be agreed in advance with the Crohn's & Colitis UK volunteering team.

Local networks who organise significant fundraising may award local grants and/or transfer a proportion of local fundraising to support the charity's central activities. We very much value the support that local networks fundraising activities provide which enable us to deliver key charity activities including services, such as our helpline service, our policy and campaigns work or support for research to benefit people affected by Crohn's and Colitis across the UK.

Local grants

Local grants provide another opportunity for networks to make a difference for people living in their local area. Networks are asked to submit a grant application form, which includes details of the amount and purpose of the grant.

All grants are required to meet the following criteria:

- To be for a specific purpose
- To be of direct benefit to people affected by Crohn's and Colitis
- To not exceed an amount of £5,000 for any one recipient in a 12 month period

Local grants may be used for the following types of projects, activities, and services:

- **Hospital Equipment**

A local grant could be used to fund or part fund NHS purchase of equipment for use by local patients, this must have clear demonstrable benefit for people living with Crohn's and Colitis. Any ongoing maintenance and other costs would need to be met entirely by the hospital.

Examples may include infusion chairs, notice boards, iPads for sharing patient information in clinics. **Up to a maximum of £5,000**

- **Staff Support**

This could include funding, or part funding, training or professional development activities for local IBD staff, enabling them to improve patient care.

Examples may include attendance at a training event or conference.

Up to a maximum of £1,500 per person pa.

- **Service Development**

This may include funding a small local pilot project to help a service deliver improvements to patient care. **Up to a maximum of £5,000**

The following are **not** eligible for a local grant.

Activity	Reason not eligible for local funding
Websites or apps	Funded centrally by the charity
Leaflets or online information or support tools	Funded centrally by the charity
Any type of research study	Funded centrally by the charity and subject to additional governance such as peer review.
Individual patients	Funds should be spent on activities that benefit as many people as possible with Crohn's and Colitis
Funding salaries for temporary or permanent staff	Should be funded by NHS or another organisation
Donations to other charities	Funds have been raised for Crohn's & Colitis UK charitable activities
Gaming equipment and electronic devices (unless for the purposes of IBD educational support)	No clear demonstrable benefit for people with Crohn's and Colitis

It is important to share with local supporters how funds have been spent. Local networks will need to publicise via social media, newsletters etc how their funds have been spent including details of any local grants awarded.

Review

This policy will be reviewed every three years by the Senior Leadership Team and Board, or when there are significant changes in legislation or government guidance.

Approved

November 2021