

Fundraising Policy

This policy covers fundraising activities and events being organised and run by on behalf of Rotunda Ltd. This covers all fundraising activities undertaken by trustees, members, volunteers, and staff (including staff acting outside their normal working hours).

Legislation and Institute of Fundraising Code of Practice

- Trustees, volunteers, and staff fundraising for Rotunda Ltd must comply with any Rotunda Ltd policies/procedures.
- All fundraising conducted on behalf of Rotunda Ltd, whether by trustees, members, volunteers, or staff, must comply with the Fundraising Regulators: Code of Fundraising Practice and all relevant legislation.
- It is Rotunda Ltd.'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 kept on file with the Business Development Manager and Finance Manager, in the office and electronically in the Fundraising File.

Fundraising enquiries

- Full details of any enquiry regarding fundraising, received by a trustee or staff member should be reported, by email, to the Business Development Manager and CEO for approval within 7 days of receipt.

Registration of fundraising activity

- Anyone wishing to fundraise for Rotunda Ltd must register their proposed activity with Rotunda Ltd in writing to the Business Development Manager and CEO by completing the Fundraising Registration Form, which can be found within the Fundraising File.
- Anyone fundraising in aid of Rotunda Ltd who has not first registered their activity as outlined above, will be deemed to be acting independently of Rotunda Ltd and, as such, the charity takes no responsibility for their actions and cannot promote the activity.

Handling of donations and funds raised

- Funds raised for Rotunda Ltd belong to the charity and once collected, must be paid over to the Finance Manager within 7 days of the fundraising activity taking place.
- Cash must be banked and transferred over to Rotunda using appropriate details, supplied by the Finance Manager.
- Cheques must be made out to Rotunda Ltd.
- The handling of donations and fundraised monies must comply with the Fundraising Regulator: Code of Fundraising Practice, section 20.2
- All funds raised or donations received by Rotunda Ltd must be reported to the Business Development Manager and CEO.

- The following information must be added to the Fundraising database – found in the Fundraising File:
- Exact amount of the donation or funds raised
- Donations - full details e.g.
- Title:
- Full name:
- Postal address:
- Telephone:
- Email address:
- c. Details of whether the donation is an unrestricted donation or whether it has been made for a specific budgeted item or approved special project
- d. Funds raised - full details e.g.
- Title:
- Full name:
- Postal address:
- Telephone:
- Email address of the fundraiser:
- Type and date of the fundraising event or activity undertaken:
- How funds have been received (eg. cash, cheque).
- Any trustee, volunteer or staff member accepting cash donations on behalf of Rotunda Ltd must provide the donor with a receipt and must comply with the Fundraising Regulator: Code of Fundraising Practice, section 20.3.
- Trustees, volunteers, or staff accepting donations of funds or gifts in kind, in person, on behalf of Rotunda Ltd, must verbally thank the donor on behalf of the charity.
- All donations and funds raised must be recorded on the charity's fundraising database, found in the fundraising file.
- A thank you letter will be issued to the donor or fundraiser within 14 working days of receipt of funds, unless the individual has expressly asked not to be contacted or full details (i.e address) have not been given to Rotunda Ltd, meaning sending a letter is not possible.
- In the case of donations being made by individuals, a Gift Aid declaration form will be sent out with the thank you letter.

Fundraising

- Advice, support, and resources are available from the Business Development Manager or Project Manager to anyone wishing to undertake fundraising.
- All fundraising undertaken on behalf of Rotunda Ltd must be branded, using Rotunda sponsorship forms and posters etc. Any documentation produced relating to fundraising must display the charity registration number.

Unauthorised activities

- It is the policy of Rotunda Ltd not to engage in house-to-house collections, street fundraising or telephone fundraising.

How to make a complaint regarding fundraising

- Anyone wishing to make a complaint regarding fundraising in connection with Rotunda Ltd must comply with the Complaints Policy, complaints to be



put in writing to the CEO 107 – 115 Great Mersey Street, Kirkdale, Liverpool L5 2PL.

Enforcement

- Failure to comply with this policy by Rotunda Ltd staff could result in disciplinary action being taken.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	11 th May 2024	Annual	12 th May 2025	