

## **Appendix 1**

### **Financial Rules Governing the Mayor's Charity Appeal**

#### **1. Role of Mayor's Office**

##### General

- 1.1 The Mayor's Office will assist the Mayor in choosing the Charities for the year, should the incoming Mayor need guidance. Due care should be taken to ensure that the chosen charities are reputable and will benefit significantly from monies raised.
- 1.2 The Mayor's Office will ensure that the Mayor's Charity Appeal is registered under, and complies with, the Lotteries and Amusements Act 1976. (This relates to the selling of raffle tickets.)

##### Day to day management

- 1.3 A receipt book will be maintained to record all receipts and donations
- 1.4 All donations received will be receipted, acknowledged by a different person from the person who collected the donation, and passed to Finance and Corporate Resources to be banked.
- 1.5 The Mayor's Office Manager will be responsible for authorising expenditure from the Charity Appeal account.
- 1.6 Where raffle tickets are sold, a record will be kept of how many tickets have been issued and this will be cross referenced with the amount of money collected.
- 1.7 The Mayor's Office Manager will ensure all steps required to comply with Lotteries and Amusements Act are undertaken.

#### **2. Role of Finance and Corporate Resources**

##### General

- 2.1 A new charity appeal bank account will be opened at the beginning of each Mayoral Year. All transactions will be finalised within 3 months of the end of the Mayoral Year and the account will be closed no later than 6 months after the end of the Mayoral year.

##### Day to day management

- 2.2 Bank reconciliations will be carried out monthly and all discrepancies resolved monthly.
- 2.3 All donations passed on by the Mayor's Office will be banked and a receipt issued to the Mayor's Office for cash donations.
- 2.4 Invoices will only be paid if signed off by the Mayor's Office and Member Development Manager or the Director of Communications and

Consultation. Finance and Corporate Resources will check the signature and invoice for accuracy and records will be kept on file.

- 2.5 Cheques can only be signed by an authorised signatory within Finance and Corporate Resources.

### **3. General**

- 3.1 All payments from the Charity Account should be by cheque. Where payments not exceeding £20 each need to be made in cash for expediency, then a receipt shall be obtained from the person who receives the cash, with details as to why the cash was paid.
- 3.2 The Council cannot pay advances into the Charity Appeal account in lieu of expected funds to be raised or underwrite any losses. Therefore, the Mayor's Charity Appeal account should not be overdrawn at any time.
- 3.3 Should the Mayor wish to invite interested persons to form a fundraising group to assist with the appeal, this group will play no active role in the finances of the Charity Appeal.

### **4. Public Accountability**

- 4.1 On closing the account, monies will only be paid to a charity registered with the Charity Commission for England and Wales.
- 4.2 If the Mayor wishes to divide the funds other than equally between the chosen charities he/she must make this clear at the beginning of the Mayoral year so that donors are aware of where their contributions are going.
- 4.3 Donors should where practical be given the choice of donating to only one of the charities that the Mayor has chosen, rather than the donation being split. A separate record will be kept by the Mayor's Office of donations falling into this category.
- 4.4 A clear statement giving details of all donations received and all expenditure incurred should be available for any member of the Council or for any member of the public to inspect by appointment.