

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 spreadsheet 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 to be banked.
- 1.5 The Civic & Member Services 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 Civic & Member Services Manager will ensure all steps required to comply with Lotteries and Amusements Act are undertaken.

2. Role of Finance

General

- 2.2 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

- 2.3 Bank reconciliations will be carried out monthly and all discrepancies resolved monthly.
- 2.4 All donations passed on by the Mayor's Office will be banked and a receipt issued to the Mayor's Office for cash donations.
- 2.5 Invoices will only be paid if signed off by the Mayor's Office and Civic & Member Services Manager or the Deputy Director-Democratic Services.
- 2.6 Finance will check the signature and invoice for accuracy and records will be kept on file.
- 2.7 Cheques can only be signed by an authorised signatory within Finance.

3. General

- 3.1 All payments from the Charity Account should be by bank transfer. 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.
- 3.3 Therefore, the Mayor's Charity Appeal account should not be overdrawn at any time.
- 3.4 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.

Financial and Procedural Rules Governing the Mayor's Charity Appeal

5. The Mayor's Selection of Charities to support

- 5.1 The Mayor shall name not more than three charities which he or she wishes to support for his or her term of office as Mayor. For the avoidance of doubt, funds collected are in the name of the office of the Mayor of the London Borough of Brent and not in an individual capacity.
- 5.2 The incoming Mayor shall inform the Mayor's Office of the names of the charities which he or she wishes to support no later than four weeks before the Annual General Meeting or two weeks in exceptional circumstances.
- 5.3 The charities chosen by the incoming Mayor must be registered with the Charity Commission for England and Wales at the date they are selected.
- 5.4 The charities chosen by the incoming Mayor must be UK based and operate within Brent for the benefit the inhabitants of Brent.
- 5.5 The Mayor, or immediate Members of their family, must not be a Trustee or Chair (or an equivalent position) at a charity the Mayor is fundraising for.
- 5.6 Prior to announcement of the incoming Mayor's nominated charities at the Annual General Meeting, officers of the council shall confirm that the charities meet appropriate standards for governance, are financially viable, are likely to endure for the duration of the Mayoral year and have not been the subject of Charity Commission concerns within the last two years at the date officers make enquiries. If the requirements set out in this paragraph are complied with, a record shall be made accordingly. In the event that there are reasonable concerns expressed by officers, the Mayor shall be asked to make an alternative choice of charity to support.
- 5.7 If the incoming Mayor is a newly elected Councillor, he or she shall inform the Mayor's Office of the charity (ies) he or she wishes to support within two weeks of taking office.

6. Collection and Donation of Funds

- 6.1 It shall be assumed that the funds collected during the Mayor's term of office shall be divided equally between the chosen charities unless otherwise specified by the Mayor in writing at the outset of his/her term of office, or unless a donor specifies that their donation is for one specific charity.
- 6.2 Where more than one charity is named 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 Mayoral Office of donations falling into this category.

- 6.3 The funds collected shall be used for the general purposes of the charity named and there shall be no collections for specific projects.
- 6.4 Where one or more of the Mayor's chosen charities is no longer deemed to be fit or able to receive the funds collected as determined by the Chief Finance Officer, or ceases for whatever reason to operate or be registered the relevant proportion of the funds shall (following consultation with the Mayor) be added to the funds to be donated to the remaining of the Mayor's chosen charities (if any) or a different registered charity which has the closest aims and functions to those originally named.

7. Role of Mayor's Office

General

- 7.1 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.
- 7.2 The Mayor's Office will ensure that the Mayor's Charity Appeal is registered under, The Gambling Act 2005 (this relates to the selling of raffle tickets).

Day to day management

- 7.3 A receipt book will be maintained to record all receipts and donations.
- 7.4 All donations received will be receipted, acknowledged by a different person from the person who collected the donation, and passed to Finance to be banked.
- 7.5 The Civic & Member Services Manager will be responsible for authorising expenditure from the Charity Appeal account.
- 7.6 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.
- 7.7 The Civic & Member Services Manager will ensure all steps required to comply with The Gambling Act 2005 are undertaken.

8. Role of Finance

General

- 8.1 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 by the payment of monies to the nominated charity(ies).

Day to day management

- 8.2 Bank reconciliations will be carried out monthly and all discrepancies resolved monthly.
- 8.3 All donations passed on by the Mayor's Office will be banked and a receipt issued to the Mayor's Office for cash donations.
- 8.4 Invoices will only be paid if signed off by the Mayor's Office and Civic & Member Services Manager or Deputy Director - Democratic Services. Finance will check the signature and invoice for accuracy and records will be kept on file.
- 8.5 Cheques can only be signed by an authorised signatory within Finance.

9. General

- 9.1 All payments from the Charity Account should be by electronic funds transfer.
- 9.2 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.

10. Public Accountability

- 10.1 On closing the account, monies will only be paid to a charity registered with the Charity Commission for England and Wales.
- 10.2 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.
- 10.3 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.

- 10.4 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.
- 10.5 If a donor decides to donate to the Mayor's charity directly, and would like this donation to be counted towards the Mayor's total fund raising for the year, formal proof of donation must be shared with the Mayor's Office. This could be a screenshot of a donation made to the charity, a receipt from the charity, or some other equivalent proof of donation. This 'proof' should be shared by the Mayor.