

Groups Expenditure and Funding Policy

Local Groups are a valued part of Diabetes UK. It is by working together with our local groups that that we can reach and support more people, better engage communities and strengthen NHS engagement, local campaigning, influencing and fundraising.

We all need to fundraise to sustain our work, and across the charity we have a structure of policies and processes in place which ensures the best use of funds, and that they are properly accounted for. Fundraising by Local Groups makes an important contribution to the core work of Diabetes UK, and every year Groups raise over £450,000 to support our collective work.

All Local Groups must be self-financing and so should fundraise to support their activities. Levels of expenditure vary from group to group but this is normally made up of the core running costs (venue, catering, general expenses, etc.) of holding a number of meetings or events per year. On top of this, we encourage all Groups to run activities that are in line with their main aims which are defined in the Local Groups Agreement. These are:

- 1) To make a difference to local people living with diabetes by providing local support and information.
- 2) To reach out into local communities and raise awareness and public knowledge of diabetes and Diabetes UK, with a particular focus on doing this during Diabetes Week.
- 3) To fundraise to sustain the activities of the Group, and where possible to support the wider work of Diabetes UK.

Although all Groups are responsible for raising funds and managing their finances, they are part of the charity Diabetes UK, and all monies raised under this charity number must be spent solely within the charitable objectives of Diabetes UK. A copy of the charities objectives can be found in the online in the Annual Report

This policy sets out the framework and gives examples of some of the ways Local Groups can spend monies in a way that meets our charity's aims, and is within the guidelines which have been set by our trustees and the Charity Commission.

If you are at all unsure whether you should be spending funds on any items or activity please contact your local Volunteer Development Manager.

1. Diabetes UK Local Group Running Costs

All Local Groups will incur costs as a result of sustaining their group. Potential costs related to the group's day to day activities could include:

1.1 Group administration: costs such as stationery, printing, stamps etc

1.2 Publicity, leaflets and event materials: costs for printing leaflets or posters to promote the group, banners and basic promotional materials. Groups are able to purchase a range of Diabetes UK publications and marketing materials at a reduced rate. The online catalogue, available through our Local Groups Portal, provides a range of posters and other awareness raising resources along with free leaflets and publications

- 1.3 Newsletters:** printing and postage costs, although we would encourage the use of email where possible
- 1.4 Volunteer expenses:** Out of pocket expenses should be paid to volunteers who incur costs as a result of carrying out activities or attending training/events on behalf of the Group. Expenses should be agreed in advance. The Diabetes UK Volunteer Expenses Policy should be used for guidance
- 1.5 Mobile phones:** Groups may have a 'Pay as you go' phone which can be used to contact members and for group purposes. Groups should not take on a contract
- 1.6 Venue hire:** costs for hiring a venue for meetings or activities
- 1.7 Catering for Group meetings:** reasonable costs of light refreshments and drinks
- 1.8 Expenses for speakers or to run workshops or training:** Reasonable costs resulting from inviting different speakers to come to meetings or run workshops can be refunded. The total expenses per speaker should represent value for money, and if it is likely to be over £300 groups should discuss this in advance with their Volunteer Development Manager. Groups should not be giving funds to other charities

Any assets including display, marketing materials and publications should be purchased in the name of the Group and as such remains the property of Diabetes UK and not any individual. Details of these assets should be recorded in the Annual Returns form.

2. Diabetes UK Local Group Activity Costs

We encourage all Groups to run activities which help them to support and make a difference to local people living with diabetes. It is essential to ensure that any monies spent on Group activities are done so prudently and in line with our Diabetes UK's charitable aims. This includes:

- 2.1** Ensuring that planned activities represent good value for money
- 2.2** That the cost per individual person assisted is not too high
- 2.3** That activities support or improve how people live with or manage their diabetes
- 2.4** That activities are inclusive

3. Larger impact events:

Where Groups are planning on running larger impact events, including those where the expenditure will be above £1500, we ask that they check with their local Volunteer Development Manager for formal approval in order to ensure that we are coordinated in our approach and activities complement those which are already being planned in the area. These events could include those that are high cost e.g. a care event, or events which have potential to make a big impact locally e.g. a big local awareness/Living with Diabetes Day type event or local campaign.

Activities which groups can spend funds on fall into the following categories:

3.1 Awareness raising

Reaching out into local communities to raise awareness and public knowledge of diabetes and the services on offer is an important part of a group's work. Funds can be spent on activities which could include:

- Regular stands or stalls in the community or a local health venue
- A local awareness day
- A local event like a 'Living With Diabetes Day'
- A local campaign

- Local advertising
- Paying for a dedicated notice board
- Local talks and workshops (training is given through our Speaker Scheme/Community Ambassadors)
- Risk Assessments (which can be given after receiving Diabetes UK training)
- Funding the roadshow bus to hold a stand in your local area

3.2 Social

All groups can run focused social activities which are designed to foster peer support. Many groups also choose to run social activities to fundraise.

Expenditure on social activities can be considered contentious by many people and you should always think back to whether or not the people who gave you the funds would be happy with how the money is being spent. However, spend is permissible if there is a clear benefit to the users in terms of how it is helping them to live with diabetes e.g. encouraging peer support, improving wellbeing.

Depending upon the activity being provided we would also encourage participants to contribute to some/all of the cost of social activities where possible. Activities should also be inclusive and represent value for money. The total annual benefit to an individual must not exceed £75.

Examples of activities could include:

- Family days out to local attractions like zoos and amusement parks, bowling trips, ski centres
- BBQ's
- Balls, Barn Dances or Discos
- Hiring a venue for a quiz
- A garden party
- A coach outing to local sights

3.3 Healthy Eating

Eating a healthy diet is a really important way to help manage and prevent Type 2 diabetes. Many groups put on focused activities to help people learn about healthy eating and make changes to their diet. Expenditure on activities could include:

- A cookery demonstration
- Workshops with a dietician
- Food quiz
- Food growing demonstrations
- Allotment clubs

3.4 Fitness and Weight Loss

Leading an active life and exercising regularly is an important part of managing diabetes, yet is something that many people struggle with. Groups can run activities to help people learn more about exercise and how to lose weight. Examples include:

- Exercise sessions
- Yoga sessions
- Swimming sessions
- Local walks
- Cycling
- Tai chi sessions
- Weight loss group
- Sessions could be introductory or as part of ongoing sessions

If your group is running any activities itself, you must check with the Volunteer Development Manager that you are covered by our insurance.

If Group funds are to be spent providing sessions there must be clear benefits to the users in how the sessions will help them in managing/living with diabetes. The costs should also be considered in comparison to classes being held at local leisure centres. We would also encourage groups to consider asking participants to contribute some costs towards each session. When deciding on the amount to charge a token cost can increase participation, but inclusivity should be considered as costs can be a barrier to engagement.

4 Children or family-focused events/residential trips

Groups working with families with children or young adults with Type 1 diabetes often choose to run a varied programme of activities. Whilst we encourage Groups to put on activities, anything which involves children or vulnerable adults must operate within the parameters of our Safeguarding Policy and any unaccompanied events must be approved by the local office at least 6 months before activities take place. Activities could include:

- Residential camps
- Family weekends
- One day trips
- Summer fun days
- Education days
- Sports days
- Funding local children to attend Diabetes UK Care events

Activities must be inclusive and have clear benefits to participants whom may be asked to contribute towards the cost of the activity. The total cost per person must not exceed £350 in one year.

5 Making donations, supporting external projects and other restrictions on expenditure or funding

Funds raised by Groups must only be spent on supporting their activities, with any surplus being contributed to support the main work of Diabetes UK. Groups can choose which parts of the charity's work they want to support through 'adopt a project'. This gives options across all our work from research to supporting bursaries for children to attend care events.

Groups must not make donations to other charities or causes, and only in very exceptional circumstances may funds may be used to support local external projects. This will be approved on a case-by-case basis with formal approval needing to be sought in advance of any expenditure, and agreed in writing on a case-by-case basis with your Volunteer Development Manager. Internally we will then need to agree this with both the Regional Manager/National Director and Area Fundraising Manager, with final approval being given by the Director of Operations.

Restrictions on expenditure on Group activities or members includes:

- 5.1 Equipment, medical supplies or other items related to the management of an individual's diabetes.
- 5.2 Donations to other charities
- 5.3 Donations to hospitals
- 5.4 Salaries or employing staff for Group business.
- 5.5 Purchase of vehicles or caravans for use by the Group
- 5.6 Paying for rented office space to run Group administration
- 5.7 Spending of more than £500 per item on IT equipment including computers and data projectors Please speak to your Volunteer Development Manager if your spend is greater than £500
- 5.8 Paying for retail space to run a shop
- 5.9 Any expenditure where the benefit to the individual receiving it is greater than £350 in one year (e.g. care events, social activities)

6 Applying for money from grants, trusts and national fund givers

As an organisation, Diabetes UK needs to raise over £30m a year to enable us to continue our core work. A key way we raise this income is by applying to different grants, trusts, companies and other grant making organisations. Whilst we encourage groups to find local funders or organisations which could support their activities it is important that we are coordinated. This is because some applications can be jeopardised if another part of the charity has already applied to them, as some grant makers will only award a charity one grant at any one time. As all grants are applied for under the Diabetes UK charity number we ask that all applications are signed off by a representative of the Regional/National Office as legal representatives of the charity.

All groups must have a discussion with their relevant Area Fundraising Manager or Volunteer Development Manager *before* making applications/agreeing partnerships with:

- Local councils, Clinical Commissioning Groups, Healthcare Trusts and any other grant making organisation, lottery funds etc
- Companies or sports clubs which could provide sponsorship
- Any council wanting to make the group their 'Charity of the Year'
- Any companies wanting to pay for advertising in newsletters, websites etc.
- Any other group/charity that wants the group to become a formal partner of any funding application.

7 Raising money from the public

This is a key way in which funds can be raised by Groups. When raising money it is important that:

- The Diabetes UK Customer Care standards should be followed. This includes ensuring that all donors receive a written receipt and thank you for their donation. This document is available on the Group's online portal on our website
- Data protection legislation is followed including keeping a record of donations received and other information about supporters
- Groups must only raise money for Diabetes UK, and not for other charities*
- Public collections: if the group is carrying out a street collection it is a legal requirement that permission is gained from the local authority, and from the landowner for any collection on a private site. House to house collections should never be held.
- Funeral Directors: the Diabetes UK fundraising team should be notified of any donations received from funeral directors so that the next of kin can be acknowledged. Diabetes UK want to make sure we are aware of anyone who is deceased so that we can ensure that they receive no further communication from us, and that we thank the next of kin.
- Groups must not set up or run public raffles or lotteries
- Gift Aid: the Fundraising Team can advise on all areas relating to Gift Aid

*If individual members of the group want to fundraise for other charities then they can do so, but these activities must be clearly separate from the group's activities and not use the group's name. The public should always be clear about who you are collecting for, joint collections must not be held.

Further guidance and all relevant policies are found on the Groups Portal of the Diabetes UK website

If you need support on raising money do get in touch with your National or Regional Fundraising contact who will be happy to assist you.

8 Receiving money through legacies

Giving a legacy is an important way that people can support the work of Diabetes UK. However, when donating monies to Diabetes UK we would encourage people to do so without restrictions. This enables us to target work to where it is most needed, and where it will make the biggest difference to people living with or affected by diabetes. Restricting monies to a small geographic area/group can prevent this, as sometimes we struggle to find local activities to support.

When Groups are given legacies, Diabetes UK has a set procedure to ensure that the proper legal requirements are met. We understand that it is important to maintain that personal relationship. This includes

- 1) Legally, a Group can only acknowledge a legacy, and must then refer the executor/send the letter to the Legacy Manager at Central Office in London who is then authorised by the trustees to issue a receipt. Please ring 0345 123 2399 and ask to speak to the Legacy Team.
- 2) The Legacy Manager will liaise with the estate of the deceased and any restriction associated with the gift.
- 3) Once monies have been received the Group will be contacted to let them know about the legacy and any associated restrictions.

- 4) The Head of Volunteering/Regional or National Manager will then lead discussions with the group about what the funds could be spent on to ensure that spending is in line with the restrictions and aims of the charity.
- 5) Once plans for spend have been established the release of funds would be authorised by the Director of Operations (if the amount is less than £20,000) or the CEO if it is above this amount.
- 6) Monies would then be released to the Group to be spent in line with that which has been approved.

9 Holding Reserves

It is important that Groups do not hold on to significant amounts of funds, and that there is an active plan for using monies that are given to the Group. Groups may choose to hold up to £3,000 or 6 months running costs (whichever is greater) in reserves at the end of each calendar year.

At the point at which the Annual Return is completed any surplus will need to be returned to support the main work of the charity, with the option to support different Diabetes UK activities or funds.

In specific circumstances groups may hold more than £3000, however this will need to be agreed in advance with your local Volunteer Development Manager. Reasons for this may include: If you only fundraise occasionally e.g. you do a big fundraiser every three years to generate your running costs

- If you have been given a legacy/restricted monies for which there is an agreed plan for spending the money.
- If your usual/planned budget is more than £3000 e.g. if you run a large holiday for local children every year.
- If you run activities infrequently e.g. if you are raising funds to run a big event in several years' time.

For any information on group expenditure or funding please make contact with your Volunteer Development Manager.