

Reporting group achievements and guidelines for the use of group funds

What is this document for?

This document gives an overview of the reporting requirements for local groups and how group funds can be used.

Reporting your achievements

Local groups are an integral part of Diabetes UK and make a huge contribution to the impact of the organisation. In order for us to understand this impact and to ensure that we are supporting groups in the best way possible we require groups to complete an annual activity report at the start of each year. A template will be provided for this report and will be uploaded to the Local Groups Portal.

For groups that have bank accounts Annual Returns should be submitted annually in February. Guidance on this will also be provided on the *Local Groups Portal*.

Expenditure guidelines

As a charity Diabetes UK relies upon fundraising in order to exist. In order to sustain themselves we encourage all of our formal local groups to fundraise in order to support their local activities. Some groups may have minimal costs and not carry out much fundraising, while others may be solely focused on fundraising with their main aims being about raising funds for the central work of Diabetes UK.

As groups are a part of Diabetes UK and operate under the same charity name, all funds raised by local groups must be spent according to central finance procedures and charity law. In order to ensure that funds are used effectively the *local group agreement* states that groups can hold up to **£3,000**, (or six months running costs- whichever is greater), in their bank account.

Group funds can be spent on:

1. Group running costs
2. Diabetes UK projects and activities
3. Local external projects (in exceptional cases)

More information and guidance can be found in the *Groups Expenditure and Funding Guidelines*.

Adopt a Project

Where £1000 or more is donated, specific research projects can be supported through our 'adopt a project' scheme. Please see our latest research brochure, *Our Research 2014-15* for more details.