

# Fundraising Guidelines

## Office Events

All fundraising must primarily be undertaken in support of the Employee Community Fund with the exception of national fundraising days (For example Comic Relief).

Fundraising events (excl. client events) will receive matched donations for activities in support of our Employee Community Fund (ECF).

Event entrance fees and t-shirts should be paid for by individuals or via regional office staff liaison budgets, not the charity budget.

There is a cap on matched donations of up to £2,500 for office and clients events

The costs for running client fundraising events will not be funded from the charity budget.

## Personal Events

Charity co-ordinators have the authority to make a £50 donation to causes where funds have been raised by individuals, subject to a 2:1 fundraising.

Charity co-ordinators have the authority to make a £250 donation to causes where funds have been raised by groups (5+ people), regardless of size, subject to a 2:1 fundraising to donation ratio.

## General Guidelines

Avison Young will only make donations to charities listed on the following government charity registers:

- Charity Commission for England and Wales;
- Office of the Scottish regulator;
- Charity Commission for Northern Ireland.

To comply with internal compliance requirements, all staff who receives cheques or donations made by Avison Young for a charity, the fundraiser must obtain written or electronic confirmation back from the charity to confirm the donation has been received. Confirmation must be saved on the charity database or sent to a CR team member.

It is the individual's responsibility to ensure cheques reach the chosen charity. Any cheque not banked by a charity after sixth months will be cancelled.

Each office budget is capped and once spent no further costs or donations can occur. Contingency for budget short fall will need to be found from another Avison Young budget.

All fundraising activities must go through health and safety, risk assessment and insurance documentation checks, and be approved by our compliance team.

## Authorisation

The table below shows the levels of authorisation required for expenditure on fundraising events. When planning a fundraising event we should be aiming for a minimum return of £2 for every £1 spent.

Spend level	Authority
Less than £250	Regional charity co-ordinator
£250 - £1,000	Managing Director and Chris Whetstone (CR Manager)
£1,000 +	Simon Miller and Chris Whetstone (CR Manager)

## Banking of Monies from Regional Fundraising Events

All charity monies raised are to be paid into a dedicated charity bank account. The details are as follows:-

**Bank:** NatWest  
**Sort Code:** 60-02-35  
**Account Name:** GVA Charity  
**Account Number:** 67387640

All cash raised should be banked promptly. If this is not possible it should be deposited temporarily in a safe. Please do not keep cash in desk drawers or similar.

Before a cheque is raised, the community and charity database must be updated. The database can be found [here](#).

### Document Review

This Guidance document will be reviewed, based on the criteria below, as part of our overall risk management process:

- Major changes in the law or practice;
- We identify or are alerted to a weakness in the document;
- Changes in the nature of our business, our clients or other changes which impact on this document;
- At least annually.