



Policies, Procedures, Guidelines and Protocols

Document Details		
Title		Charitable Fund Guidelines for Managers
Trust Ref No		2082
Local Ref (optional)		
Main points the document covers		Provide guidance for determining when it is appropriate to utilise charitable funds.
Who is the document aimed at?		Managers responsible for making decisions regarding the use of charitable fund monies.
Owner		Head of Financial Accounting
Approval process		
Who has been consulted in the development of this policy?		Trustees of the Charitable Fund
Approved by (Committee/Director)		Charitable Funds Committee
Approval Date		18 July 2024
Initial Equality Impact Screening		Yes
Full Equality Impact Assessment		No
Lead Director		Sarah Lloyd, Director of Finance
Category		Finance
Subcategory		Charity Guidelines
Review date		18 July 2025
Distribution		
Who the policy will be distributed to		Distributed to senior staff as defined by directors
Method		Electronically to senior staff & available to all staff via the Trust website
Keywords		
Document Links		
Required by CQC		
Other		
Amendments History		
No	Date	Amendment
1	December 2018	Minor wording changes
2	November 2020	No changes required
3	March 2022	Minor wording changes, address and contact Telephone number
4	March 2023	No changes required
5	March 2024	Finance address changed

Charitable Fund Guidelines for SCHAT Managers

In order to provide support to SCHAT managers to aid their decision making regarding when it is appropriate to utilise Charitable Funds, the guidance here should help them determine what is appropriate and meets the purposes of the Charity.

The purpose of the Charitable Fund is to provide benefit to the patients of the Trust, by providing supplementary support to those services that the NHS traditionally funds from “exchequer monies”^{*1}.

The Boundary between Charitable Funds and Trust exchequer monies

There can be issues in identifying when it is appropriate for charitable funds to be spent on services that are usually funded by the NHS. The Charity is permitted to contribute to the delivery of patient services provided that:

- a clear charitable purpose is served that falls within the Charity’s purposes and objectives.
- that there is open process by the Trustees to support the decision to apply charitable funds in this way.
- an assessment of how far the NHS provision extends.

Subsidising or Replacing NHS Services

The Charity is not there to subsidise or replace NHS services, although Trustees can make a decision to spend on services that have previously been paid by the Trust, if:

- the Charity has received a considerable donation or legacy.
- the Trust Board have supported the use of Charitable Funds as an effective way of funding, rather than using other alternatives.
- discussions and agreements have been reached with the individual, group or League of Friends.

Is the expenditure for an item that should normally be funded from Trust exchequer monies?

- if the Charitable fund were not funding the item, would the service in question continue, or cease?
- if the service would cease, then the money granted from the charity must be paying for that service (i.e., subsidising NHS) and therefore it is not appropriate.
- if the service would otherwise continue, then the money granted from the charity could be argued to be enhancing the service, which is an allowed charitable purpose.

¹ Exchequer monies: is the main source of revenue and capital funding that the Trust receives to pay for NHS services.

League of Friends & Fundraising

The Charity does not itself actively engage in fundraising activities, although it is prepared to encourage individuals and groups, provided that such activities are appropriate with the objectives and purpose of the Charity.

In line with our values, the Charity will support the League of Friends and others with their fundraising as appropriate on behalf of our patients, through communication and engagement.

Managers should maintain a dialogue with the League of Friends or other groups and the Charity Trustees to ensure an understanding of their general fundraising activities and enable an opportunity to assess any new or one-off fundraising against the Values of the Charity. In certain situations, proposals should be submitted for consideration by the Charitable Funds Committee.

Before a decision is taken by managers to support fundraising activities, they must ensure that potential projects:

- are in line with the purposes of the Charity.
- have justifiable and clearly defined patient benefit.
- there is a deliverable plan to spend the donations.
- there is no on-going commitment arising from the project (unless formally approved).
- Managers have sought the support of the Charity Trustees.
- that fundraisers are self-sufficient, can organise and independently collect monies (including Gift Aid) from events themselves, and that Trust staff are not required to be involved in these activities.
- other alternative funding routes have been considered.
- that fundraising will not cause conflict or arouse adverse public or media interest.

Associated Documents

The charitable funds finance procedure and expenditure request form can be found in the 'Staff Zone' area of the Trust website, by following the link below:

<http://www.shropscommunityhealth.nhs.uk/content/doclib/10275.pdf>

For further advice and support please contact the finance team:

Head of Financial Accounting
Mount McKinley Tel. 01743 730536