

ABOVE AND BEYOND CHARITIES

(Enhancing Healthcare in Bristol)

Registered Charity Number 229945

CODE OF PRACTICE FOR THE USE OF CHARITABLE FUNDS

**The Abbot's House
Blackfriars
Bristol
BS1 2NZ**

**UHBRISTOL Ext. 4632
Tel: 0117 927 7120
Fax: 0117 925 2017
www.aboveandbeyond.org.uk**

Revised March 2009

CONTENTS

PARAGRAPH		Page
A	GENERAL	3
B	INCOME	3
1.	Legacies	3
2.	Gift Aid	3
3.	Sponsorship	4
4.	Advancement of Education and Research Income	4
5.	Income for non-charitable purposes	5
6.	VAT	5
C	EXPENDITURE	5
1.	Wards and Departments	5
2.	Appropriate Expenditure	5
3.	The Donors' Wishes	6
4. (a)/(b)	Approval of Expenditure	6
(c)	Grants to enable staff to be appointed	6
(d)	Overseas travel	7
(e)	Staff pursuing further qualifications	7
(f)	Refurbishments	7
(g)	Funding for functions	7
(h)	Purchase of equipment	7
(i)	Purchase of computers	8
(j)	Requests for reimbursement of expenditure	8
(k)	Requesting grants	8
(l)	Gift vouchers and gifts to staff	8
D	PAYMENTS TO STAFF	9
1.	Lecturer Fees and Honoraria	9
2.	Travel Expenses	9
E	EXPENDITURE FROM GENERAL FUNDS	9
1.	Bids	9
2.	Travel	9
3.	Purchase of Televisions for Wards	10
F	INACTIVE FUNDS	10
APPENDICES		
I	Use of Receipt Book	11
II	Gift Aid: Procedure for Donations	12
III	Inland Revenue Gift Aid Declaration	13
IV	Guidance for making requests for grants	14
V	Form of Authority [Requests for funding]	16
VI	Lecture Fee and Honorarium Claim Form	18
VII	Research Funds: Joint Policy Statement	19
VIIA	Proforma for the Request of Funds for Research	21
VIII	Mileage Allowances	22
IX	Sponsorship Form	23
X	Payment Request Form	25

These are the Charity's Rules. Please help us to help you by following them. If you are in any doubt or need any advice please do not hesitate to contact the Director or the Treasurer by telephone 0117 9277120 or by email info@aboveandbeyond.org.uk.

A. GENERAL

The Charity Trustees are responsible for receiving and administering the charitable funds for UHBristol and its associated community services. We appreciate that the procedures are demanding, but compliance is required in order to keep within the law.

The principles of the Code of Practice also apply to fundraising activities, including those associated with Above and Beyond.

Every Fund administered by the Charity has a Fund Number and this should always be quoted when income is being paid in or credited to a Trustees' account or when expenditure is being incurred.

B. INCOME

The bulk of the Charity's income comes from donations, legacies and returns on investments and the major part of the donated income is received and paid in locally.

It is the Fund Advisor's responsibility to ensure that all income is paid into the Fund either via UHBristol Cashiers or the Charity's Office, and to ensure that a receipt is issued for all donations [Appendix I].

All income from the above sources is recognised as being charitable, which confers benefits in relation to tax relief on investment income and from VAT on certain purchases (see B. 6. below).

The following points are important because many donations are received locally and must be paid in as set out above [**See Appendix I**]. This arrangement is for the convenience of local staff and is quite acceptable provided that the following safeguards are recognised.

1. Legacies

There is an agreement between UHBristol and the Charity Trustees that correspondence on any aspect of legacies will be dealt with by the Charity Trustees. Legacies are frequently accompanied by specific instructions and the winding up of estates can be complex. For this reason you are not to attempt to deal with matters relating to legacies or respond to enquiries from solicitors because this could create problems. If you receive an indication that somebody has left, or intends to leave, a legacy in a Will from which the Fund on which you advise the Charity Trustees will benefit, please pass any correspondence or enquiry to the Charity. Be assured, if the Fund is set to benefit under the terms of a Will, it will be credited with the total sum of money received.

2. Gift Aid

The Charity Trustees are anxious to support the efforts of Fund Advisors and their staff in attracting funds and to maximise the value of each donation where possible. The Gift Aid scheme allows tax to be recovered where the individual making the donation has a taxable income in the United Kingdom.

It may well be, therefore, that the value of some of the donations that you receive into the Fund held by the Charity, could be enhanced by the recovery of the tax paid by the donor (currently an additional 28p for every £1 donated). The Charity can recover the tax paid by the donor on gifts, irrespective of the value of the donation, this would then be allocated to the same Fund as the original donation upon receipt of the completed Gift Aid Form. Companies pay their donations gross and no further action is necessary.

The procedure to be followed when donations are received from individuals is attached (**Appendix II**) and sets out the action to be taken and also the criteria that need to apply before Gift Aid enhancement can occur.

So, when you receive a donation you should ask the donor to consider signing the Gift Aid Declaration in the Receipt Book [**Appendix I**]. A Gift Aid Declaration Form which can be photocopied freely, is also attached (**Appendix III**) or further copies can be obtained from the Charity's Office if you prefer.

3. Sponsorship

When undertaking a sponsored event it is important that the money raised is properly accounted for and full advantage taken of gift aid to maximise the income. **Appendix IX** sets out how to do this.

4. Advancement of Education and Research Income

1. The Charity Trustees are required to ensure that the scope and content of the education and medical research, including the professional development of staff, fall within the Charity's Objects and are for the general benefit of the public.
2. The Charity Trustees are required to evaluate the research with regard to:
 - (a) the academic qualifications or standing, qualities and abilities of the researcher.
 - (b) the quality and utility of the research undertaken.
 - (c) the suitability of the methodology by which the research will be carried out.

Although it is for the Charity Trustees to satisfy themselves as to these matters, they may delegate to the Research Foundation [Medical] or the Research Foundation [Non-Medical] as appropriate and act on their recommendations. Where practical, members of the relevant committee should be independent of the researcher.

3. For research that is funded from designated/special purpose funds a Joint Policy Statement has been drawn up with UHBristol's Research and Development Department and the requirements of this should be followed when applying for research funding. (**Appendices VII and VIIA**).

Where any ethical considerations arise from research proposals, appropriate approval should be obtained before any donations are requested.

4. The Charity Trustees are to be informed of the progress of the research, for example by provision of such progress reports consistent with the nature and length of the research.
5. Charity Trustees have a duty to ensure that the results are disseminated and are available to the general public. It is important that the outcome of the research will be properly evaluated by peer review or otherwise, and that best endeavours will be made and appropriate care will be taken to disseminate work of adequate quality and/or importance in an appropriate way.

5. Income for non-charitable purposes

The Charity Trustees are not permitted to accept income for non-charitable purposes. Therefore if you receive income from sources which may not be regarded as charitable within the terms of current legislation, eg, money that is clearly intended as a payment for services rendered (this includes participation in a drug trial where the beneficiary is a private individual or organisation or for a report that has been made to a third party), then this income must not be paid into the Funds administered by The Charitable Trusts for University Hospitals Bristol.

Honoraria and fees payable to an individual can be redirected to the Charity. However, it should be noted that there may be personal tax implications for individuals who have self employed income in addition to their UHBristol or University employment.

Donations from organisations involved in the tobacco industry will not be accepted as they do not fit in with the ethical stance taken by the Charity Trustees.

If you are in doubt about the origins or status of particular income that you receive then please seek advice from the Charity Trustees' staff.

6. VAT

The Charity is registered for VAT for its trading operations but VAT is not applicable to the charitable activities of its Funds.

C. EXPENDITURE

Expenditure to be met from funds held by the Charity is incurred either directly or via UHBristol and is always subject to the following:-

1. **Wards and Departments:** most of the funds held for Wards and Departments can be used for patients and/or staff amenities and welfare, and charitable funds can also be applied for research. Fairly wide interpretations are applied to the specific headings but if you are unsure as to whether a particular item is appropriate for funding from charitable funds, please seek guidance from the Charity Trustees' staff.
2. **Appropriate Expenditure:** The Charity Trustees have a declared policy of not allowing their funds to be used for expenditure that is clearly part of the day to day running of the health services. People and organisations that donate funds intend them to be used in supporting health care but not as a direct subsidy of exchequer responsibilities.

3. **The Donors' Wishes:** Wherever expenditure is being incurred as a consequence of a specific donation or bequest, the wishes of the donor should be followed as closely as possible.
4. **Approval of Expenditure:** The Charity Trustees require that the necessary approvals have to be sought before expenditure above particular levels can be incurred. The need to seek approval relates to the total expenditure on a particular purchase or project, ie, to all aspects and not only to the cost of individual items or components. It should also be noted that there is a requirement to obtain competitive tenders for purchases over £5,000 in accordance with the Trustees' Standing Financial Instructions (copies are available upon request). Provisions are:-
- (a) Expenditure up to £1,000 on a particular item or project may be incurred without formal approval from the Charity Trustees.
- (b) Expenditure on equipment of £1,000 or over from any of the funds held by the Charity must receive prior formal approval (**follow the Guidance at Appendix IV**).
- (i) **£1,000 or over up to £10,000:** To enable projects to proceed with a minimum of delay the Charity Trustees have delegated the responsibility for approving expenditure up to £10,000 between meetings to their Chairman. The Director and the Treasurer also have the authority to approve expenditure between £1,000 and £5,000. There should not, therefore, normally be an appreciable delay before a decision can be obtained.
- (ii) It has been recognised that delays could result for Primary Care Trusts [PCTs] when ordering items of equipment etc, and therefore the power to approve expenditure from £1,000 to £10,000 has been delegated by the Charity Trustees to the Chairman of the appropriate PCT. Any expenditure over and above £10,000 must be considered by the Charity Trustees in the usual way [see (iii) below].
- (iii) **£10,000 or over:** This requires formal approval at a meeting of the Charity Trustees (held six times a year). For expenditure of this order full information and a duly completed Form of Authority will be required for the items to be purchased. The Charity Trustees will also consult with the UHBristol or the University about, for instance, the revenue implications of a particular proposal. **Follow the Guidance at Appendix IV and access the Form of Authority at Appendix V** (which can be freely copied). Alternatively all forms can be obtained from our website at www.aboveandbeyond.org.uk/resources.aspx
- (c) **Grants to enable staff to be appointed:** Where grant expenditure relates to proposed staff appointments, ie, research workers etc., where the cost will be spread over a period of time in the form of salary, it is a requirement that prior agreement is obtained to the proposal [**See Appendix IV**]. In almost every case the appointee will be paid via the payroll of either the UHBristol or the University of Bristol and the Charity Trustees need to satisfy themselves that the appointments are within their policies (see (b) above).

The Fund Advisor must ensure that enough funds exist to support their request, taking into account the potential liability to pay any maternity or sick pay costs, which would be met from the fund involved. The Trustees will only consider making grants for fixed term contracts; only in exceptional circumstances and with the specific approval of the Trustees would a fixed term contract beyond two years be acceptable.

- (d) **Overseas Travel:** Where expenditure relates to overseas travel, only Economy class fares will be reimbursed for internal flights taken within the United Kingdom and the European Community to attend conferences, meetings etc.

Only when there is active participation in an overseas conference or meeting outside of Europe will Business or Club Class flights be reimbursed.

Only Economy class travel will be reimbursed for casual attendance at a conference or meeting held outside of Europe, ie, when no paper is given or a session chaired.

The Chairman will maintain an element of discretion in the event that anyone requests funding outside these guidelines, and approval should be sought prior to travel arrangements being made.

- (e) **Staff pursuing further qualifications:** Where expenditure relates to members of staff who wish to pursue further qualifications, but who are unable to obtain funding from their Directorate, the staff member must be made aware that they will be required themselves to make a contribution as follows –

- 25% of the costs if the qualification is fully relevant to their job
- 50% of the costs if the qualification is only partly relevant to their job

Exceptions will only be made at the discretion of the Chairman and must be fully supported by a UHBristol Executive Director. For example, in the case of nursing staff, the recommendation would need to come from the Chief Nurse & Director of Governance.

- (f) **Refurbishments:** The Charity Trustees must be assured, in writing:
- that VAT is included in the figures quoted by Estates
 - date of estimate and by whom the estimate is given
 - assurance that the scope of the work will not be changed
 - details of how the works will be of benefit to patients/staff

Note: If the scope of the project increases you must ensure, prior to proceeding, that enough funding is available to pay for the increased works and then apply in writing for further authorisation. [**See Appendix IV**].

- (g) **Functions:** For functions such as directorate Christmas parties, summer barbecues etc funding may be approved up to approx £30 net per head.
- (h) **Purchase of Equipment:** These should only be made via EROS and UHBristol Procurement Department in order to comply with the requirements of the Standing Financial Instructions. Requisitions

should be entered via your charitable branch code, thereby automatically allocating the cost to the charitable fund on which you advise the Charity Trustees.

For items of equipment (see list below) that are being purchased from charitable funds and used for medical research, medical training, patient diagnosis or treatment, exemption from Value Added Tax [VAT] applies. The effect of this relief upon the cost of the purchase should be taken into account when decisions to buy particular items are being made and at subsequent stages when, for instance, quotations are being considered. You should ensure that a request is made for a VAT Exemption Certificate to be issued by the Charity when placing an order.

The following types of equipment are eligible for VAT exemption:

- Medical
- Scientific
- Computer
- Video
- Sterilising
- Laboratory
- Refrigeration
- Parts or accessories for the above equipment.

- (i) **Purchase of Computers:** Where expenditure relates to funding of computers, these must be approved and purchased via UHBristol's IM&T Department. All IM&T Helpdesk quotes for purchases from charitable funds must be returned to the Trustees' Offices and not directly to IM&T. This arrangement will ensure that all purchases comply with UHBristol's strategy for networking, and VAT exemption will be claimed where appropriate.

If for any reason a non-standard PC for connection to the UHBristol network is required, then the support of UHBristol's Director of IM&T must be obtained prior to authorisation being sought from the Charity Trustees.

- (j) **Requests for reimbursement of expenditure:** where these are made they must always include the relevant Fund Number and be accompanied by relevant vouchers, invoices etc., as well as information on the purpose of the expenditure. Where outside suppliers etc. are being paid against their invoice the Trustees would normally make payment direct and not via the member of staff initiating the request for payment. [See Payment Request Form at **Appendix X**].

All requests for payment or reimbursement of expenditure must be initiated by the Fund Advisor. No other signature will be acceptable.

- (k) **Requesting grants:** See guidance and Form of Authority for completion at **Appendices IV and V**).
- (l) **Gift vouchers and gifts to staff:** Gift vouchers of any amount, other than those given by the Trustees on retirement after at least 20 years of continuous service, should not be given to staff as they give rise to a taxable benefit in kind and will result in a tax liability for the recipient. This also applies to gifts, except small gifts at Christmas which may

be given under an Inland revenue small gifts concession for which the Trustees have set a limit of £10.

D. PAYMENTS TO STAFF

1. Lecturer Fees and Honoraria

Requests for payments to staff of UHBristol for work carried out in addition to their contracted employment will normally be processed via the payroll of the employing organisation. This is so that the relevant deductions can be made for Income Tax and National Insurance contributions (**Appendix VI**).

2. Travel Expenses

The mileage rates payable are as advised by the Inland Revenue (**Appendix VIII**).

E. EXPENDITURE FROM GENERAL FUNDS

Applications for expenditure by members of staff from funds with which they are directly concerned should be made in accordance with the above guidance. There are occasions, however, when staff may wish to request or suggest expenditure that would be met from the Charity Trustees' General Funds. The following guidance may be helpful.

1. Bids

If you wish to make a request for a project or initiative that you believe should be considered for funding by the Trustees but not from the funds with which you are directly concerned, this needs to be routed via the Director of Corporate Development UHBristol or, for University Clinical Departments, via the Dean of the Faculty of Medicine. The Charity Trustees have formal arrangements with UHBristol and the University of Bristol for considering bids from these two organisations at regular intervals. The arrangements involve these two individuals in making comments on the individual bids and indicating UHBristol's priorities.

The above arrangement only applies to requests where the funding, if approved, would be from the Charity's General Funds. If you are making a request for a project or initiative to be funded from a fund on which you advise the Charity Trustees, then the request can be made direct to the Charity Trustees under the provision of Section C 4.

2. Travel

The Charity Trustees make general allocations to support travel to conferences, secondments etc, by both medical and non-medical staff. The funds can only be used for travel to and from the venue and cannot be extended to cover the cost of subsistence, conference fees etc. For medical staff the allocation is administered by the Chairman of the Hospital Medical Committee [HMC] and requests for support should be accompanied by the relevant information on purpose of visit, timing, costs etc. and should be sent for the attention of the Chairman HMC c/o UHBristol, Trust Headquarters. For non-medical staff, requests, again, giving the relevant information should be sent for the attention of the Chairman of the Charity Trustees at The Abbot's House, Blackfriars, Bristol BS1 2NZ.

3. Purchase of Televisions for Wards

The Charity Trustees maintain a general allocation to facilitate the purchase of television sets for wards within UHBristol where no other funds are available. Requests for purchases should be sent to the Director of the Charity indicating whether the item is new or a replacement and with relevant information on intended location and size of set needed.

F. INACTIVE FUNDS

The Trustees have duty to ensure that charitable funds are used for the benefit of the hospitals and that balances do not remain inactive. Where this is found to be the case the Director will contact the fund advisor and ask for proposals for use of the fund. If an adequate plan is not provided and executed either a new Fund Advisor will be identified or, where the money can no longer be used for the purpose for which it was intended by the donor, the fund will be subsumed into the General Purpose Funds of the Hospital concerned.

ABOVE & BEYOND CHARITIES

Enhancing healthcare in Bristol



The Abbot's House Blackfriars Bristol BS1 2NZ
Tel: 0117 927 7120 Fax: 0117 925 2017
www.aboveandbeyond.org.uk

USE OF RECEIPT BOOK

A receipt must be issued for each donation received

Donations received in person

- **Issue a receipt at the time each donation is received:**
 - completing the donor's name and address, and reason for donation
 - asking the donor to sign the Gift Aid declaration if appropriate
- **white copy** to be handed to the donor
- **blue copy** to be handed to the hospital cashier with the donation
- **yellow copy** to be retained in the receipt book

Donations received by post

- **Issue a receipt at the time each donation is received:**
 - completing the donor's name and address, and reason for donation
- **white copy** to be sent to the donor [together with a Thank You letter as appropriate]
- **blue copy** to be handed to the hospital cashier with the donation
- **yellow copy** to be retained in the receipt book

Multiple cheques received from an individual

In cases where multiple cheques are received from an individual, eg, a funeral collection, a **schedule of the cheques must be attached to the blue copy of the receipt**

Note:

All donations, including cash, must be banked promptly; they must be kept in a secure place until taken to the hospital cashier

Please contact the Charity's Finance Department Ext 4632 if you have any queries with regard to these procedures.

ABOVE & BEYOND CHARITIES

Enhancing healthcare in Bristol



The Abbot's House Blackfriars Bristol BS1 2NZ
Tel: 0117 927 7120 Fax: 0117 925 2017
www.aboveandbeyond.org.uk

GIFT AID: PROCEDURE FOR DONATIONS

Reclaim of tax under the Gift Aid Scheme can be made where the donor is in receipt of taxable income. The scheme applies where the donor has paid either income tax or capital gains tax.

In order to reclaim the tax the donor is required to complete a Gift Aid declaration.

Gift Aid declarations

The declaration may be made by:

- Completion of the receipt issued by the Fund Advisor
- Completion of Gift Aid declaration – see Appendix II (also available on Trustees' website www.aboveandbeyond.org.uk)
- Completion of sponsorship form

All Gift Aid declarations must include the donors' name, home address and signature to be valid.

Please forward all signed Gift Aid declarations to the Fundraising Department at The Abbot's House, where a claim will be submitted on your behalf to the Inland Revenue. Your fund will be credited with the tax refund on receipt of the declaration.

It is in your interest to request Gift Aid declarations to be completed wherever possible. Any donation, however small, will be INCREASED by 25p for every £1 received (plus a supplement of a further 3 pence until April 2011) when a completed declaration is returned to the Trustees.

**ABOVE & BEYOND
CHARITIES**

Enhancing healthcare in Bristol

Registered Charity No. 229975

www.aboveandbeyond.org.uk

The Abbot's House, Blackfriars, Bristol, BS1 2NZ

Telephone: 0117 927 7120

Gift Aid

If you are a UK tax payer, we can reclaim the tax you have paid on any donation you make. For every £1 you give, we can claim back tax of 25p, and the government will pay an additional 3p on every £1 up to 5th April 2011, at no extra cost to you.

All you have to do is fill out the form below:

Name:

Address:

Postcode:

Telephone:

Email:

Yes, I am a UK taxpayer and would like Above & Beyond Charities to reclaim the tax on this donation of £ and any future donations I may make.

Or

Yes, I am a UK taxpayer and would like Above & Beyond Charities to reclaim the tax on this donation of £ only.

Signed:

You must have paid an amount of income tax or capital gains tax at least equal to the tax the Charity reclaim on your donation in the appropriate tax year.

- Please send me information on leaving a legacy to the Hospitals in my Will.
 Please contact me to arrange a talk at my club/society/workplace.
 Please send me details on how I can be involved in further fundraising events for Above & Beyond.

Staying in touch. Twice a year we produce a newsletter to up-date all our supporters on the latest news from our charity and we would like to include you in this mailing. We never pass on details of our supporters to any other organisations or third parties. If you prefer us not to send you our newsletter please tick here



For Internal Use Only

give with confidence

Above and Beyond Charities is the working name for the Charitable Trusts for University Hospitals Bristol

ABOVE & BEYOND CHARITIES

Enhancing healthcare in Bristol



The Abbot's House Blackfriars Bristol BS1 2NZ
Tel: 0117 927 7120 Fax: 0117 925 2017
www.aboveandbeyond.org.uk

GUIDANCE FOR MAKING REQUESTS FOR GRANTS FROM CHARITABLE FUNDS

The form of authority is available on the Charity's website and can be completed on-line. However it will need to be printed out as it requires your signature as fund advisor and also management approval.

Management Approval

The form of authority must be signed off by the appropriate level of management,
ie, Assistant Divisional Manager [£1,000 to £10,000]
Head of Division/Divisional Manager [over £10,000]

Please note that, where a request for funding relates to the General Purpose Funds, the signature of the Director of Corporate Development [for UHBristol Board] is also required. Where considered appropriate, the Director of Corporate Development's support may also be sought by the Trustees in respect of expenditure from Special Purpose Funds.

Information required

We require sufficient information to satisfy the Trustees that the expenditure is of benefit to patients and/or staff, is additional to the day to day expenditure of UHBristol and meets the purpose of the fund as set out in the Code of Practice issued by the Trustees. Just requesting funding for a piece of equipment is not enough. If there is insufficient room on the form a supporting statement should be attached. The form asks for the following:

What requires funding and the total grant applied for

This is the basic description of what is to be funded and the total cost. This should be broken down in the boxes below so that there is a full understanding of how the application is made up.

Function of Equipment/Service/Research

This should provide sufficient information to give an understanding of what the equipment etc. to be paid for actually does. Where the funding is to support **research** you should ensure that you have complied with the Joint Policy Statement issued by the Charity and UHBristol and supply the Charity with the information required.

Benefits to patients/staff/UHBristol

This is the rationale for the expenditure and should provide sufficient information to enable us to ensure that it meets the Charity's criteria of ultimate benefit for patients, whether it be for patients, staff or for research. For major projects you may wish to cover both this and the function in an attachment.

Equipment cost

You should show the cost with and without VAT. Medical equipment and some IT equipment bought from charitable funds is exempt from VAT. If there is any doubt you should contact the Charity. You should also show the annual running costs as the Charity will not pay for these and they will need to be paid for from the appropriate UHBristol budget. The costs should be supported by quotations from the supplier or IM&T for computer equipment.

Salary costs

The full salary cost including on-costs (employer's pension & NI) should be checked with UHBristol or University finance departments. The form should also show the employee grade, the period of appointment, hours to be funded and whether this is the extension of an existing contract. If the name of the employee is known this should be stated in "what requires funding".

Other costs

This covers any other costs such as training, refurbishment and research consumables. It should detail the items, the costs and supplier if known.

Attendance at training courses, seminars and meetings

A breakdown of the costs between attendance, travel and accommodation should be provided.

Research consumables

The basis for the cost and quotation.

Refurbishment

You should provide:

- Details of the quotation received and the date it was made.

- Assurance that the scope of the work will not change

- The amount of VAT included in the cost.

The work should not proceed until confirmation has been received from the Charity. Please be aware that any cost overruns will need to be applied for but these will not be covered if there is insufficient money in the fund.

Plan Ahead

All fully completed documentation must be submitted to arrive not later than one week before a Trustees' meeting [cut-off dates are circulated to all Fund Advisors annually and can also be provided on request]. Any paperwork received later than this will only be considered, by Trustees, in extreme circumstances.

When Trustees approve funding it is for a specific commitment. Any change to the original request must be notified and a new application submitted.



REQUESTS FOR GRANTS FROM CHARITABLE FUNDS
FORM OF AUTHORITY

What requires funding >	Total grant applied for £ _____
-----------------------------------	--

Fund Details if known

Fund title _____

Fund number _____

Function of Equipment/Service/Research
>

Benefits to staff/patients/UHBristol
We want to know how this will be of ultimate benefit to patients and why it should be funded through charitable funds rather than out of an NHS budget.
(if necessary continue on an additional sheet of paper and attach with supporting information).
>

REQUESTS FOR GRANTS FROM CHARITABLE FUNDS – FORM OF AUTHORITY (continued)

Equipment Cost (attach quotation) £ _____ VAT £ _____ Total £ _____
 (exclude VAT for medical equipment)
 Annual running maintenance costs £ _____
(These costs to be met by UHBristol and should be confirmed by MEMO for medical equipment or Estates for other equipment)

Salary costs (for duration of appointment) £ _____
(to be confirmed by UHBristol or university finance departments and must include on costs)

Employee grade _____ Period of appointment _____
 No. of Hours _____ Extension of existing contract YES/NO

Other costs (e.g. training, refurbishment, research consumables)
 >

FUNDING REQUESTED BY (this will usually, but not always, be the Fund Advisor):

Name: _____ Signed: _____
 (in capitals)

Date: _____

UNIVERSITY HOSPITALS BRISTOL SUPPORT
I approve the above detailed expenditure and agree to accept the associated revenue costs for UHBristol:
 (Asst Divisional Manager [£1,000 - £10,000]/Head of Division or Divisional Manager {over £10,000})

Name: _____ Signed _____
 Date: _____

NOTE
 For applications from **General Purpose Funds** the support of the Corporate Development Director is required.

Name: _____ Signed _____
 Date: _____

FOR USE BY ABOVE AND BEYOND CHARITIES ONLY

Fund balance £ _____

Authorised by: _____ Date _____
 Title _____

ABOVE & BEYOND CHARITIES



Enhancing healthcare in Bristol

The Abbot's House Blackfriars Bristol BS1 2NZ
 Tel: 0117 927 7120 Fax: 0117 925 2017
 www.aboveandbeyond.org.uk

LECTURE FEE & HONORARIUM CLAIM FORM

SECTION 1. PERSONAL DETAILS – to be completed by all applicants

Title: Mr/Mrs/Ms* (*delete as appropriate) Surname:

Forenames:

Employing Organisation:

Address for Payment:

..... Post Code:

Telephone No:

Signature of Claimant: Date _ / _ / _ _

SECTION 2. LECTURE FEE PAYMENTS

Name of Course:

Date(s):

Lecture Fee Payable: £.....

SECTION 3. HONORARIUM PAYMENTS

Details of Payment:

.....

Honorarium Payable: £.....

Authorised by: **Signed:**
 (Name in capitals) (Fund Advisor)

Trustees expenditure code _ _ _ _ / _ _ _ _ Date _ / _ / _ _

Please Note that all payments are subject to Income Tax.
All payments to employees of UHBristol will be paid through the payroll and income tax will be deducted at the appropriate rate.
All other claimants are warned that it is their responsibility to notify the Inland Revenue of these payments on their annual tax return.

For use by the Trustees only: Authorised by: Name

Signed: **Date** _ / _ / _ _

**University Hospitals Bristol NHS Foundation Trust
and**

Above and Beyond Charities

[enhancing Healthcare in Bristol]

Registered Charity Number 229945

Joint Policy Statement on the Management of Research Funds

Above and Beyond Charities needs to be assured that the funds it holds and manages for research are used to support high quality, appropriately approved, patient focussed research. The Charity Trustees need to know that researchers are requesting funds appropriately and for the agreed purposes.

The Research and Development Department at University Hospitals Bristol will assist the Charity on request by:

- Confirming the research title
- Confirming that the research projects have research governance approval
- Confirming that the research has a favourable ethical opinion (where required)
- Confirming that the research has all the necessary regulatory approvals
- Confirming that the research has an appropriate research sponsor

Where bodies outside University Hospitals Bristol have to be contacted to provide confirmation of any of the necessary checks, the Research and Development Department will take responsibility for those contacts.

The process (attached) for conducting the checks above has been agreed with *Above and Beyond Charities* and will be implemented from 1 January 2009.

Process for Research Governance checks to be provided by UHBristol's Research and Development Department on behalf of Above and Beyond Charities.

1. Researchers contact *Above and Beyond Charities* to request release of funds.
2. *Above and Beyond Charities* request that the Researcher contact the Research and Development Department UHBristol.
3. The following statement may be sent:

Money held by *Above and Beyond Charities* on behalf of research teams must be used to support high quality, appropriately approved, patient focussed research.

Therefore, before we are able to release funds, we ask you to seek confirmation from UHBristol's R&D Office that your project is registered with them and has received all necessary regulatory approvals [see the attached proforma which will be available on the websites of both UHBristol and *Above and Beyond Charities*].

If your project has not yet started and you are seeking funds to support pre-protocol work, please discuss this with the R&D Office.

The UHBristol R&D Office will then provide Trustees with the necessary assurances to allow funding to be released.

4. Questions answered:
 - Who contacts R&D for the assurances – ie Researcher, or A&B?
The Researcher [but also A&B if necessary]
 - Who in R&D is authorised to provide the assurances?
Mary Perkins, Diana Benton, Jake Harley, Debbie McPhee, Katharine Wale, Jessica Bisset
 - What is the acceptable format for the assurances?
Electronically is fine – if sent from UH Bristol email account, then no date and signature required
 - What is done in cases that do not fit this model?
Trustees to deal with these on an individual basis in liaison with R&D
 - Implementation date.
1 January 09

Proforma for the Request of Funds for Research from the Charity Trustees [Above and Beyond Charities]

Money held by Above and Beyond Charities on behalf of researchers must be used to support high quality, appropriately approved, patient focussed research.

Therefore, before the Charity Trustees are able to release funds researchers are requested to seek confirmation from UHBristol's R&D Office that the research project is registered with R&D and that it has received all the necessary regulatory approvals.

If your research study has not yet started and you are seeking funds to support pre-protocol work, please discuss this with R&D on 0117 342 0233.

1) To be completed by the Researcher:

STUDY TITLE		
PRINCIPAL INVESTIGATOR		
POINT OF CONTACT completing the form if different from above		
CONTACT TELEPHONE NUMBER		
SIGNATURE		
DATE		

Researcher to fax the pro-forma to the R&D Office on 0117 342 0239 or email R&DApproval@uhbristol.nhs.uk

2) To be completed by the R&D Office:

DOES THE STUDY HAVE A RESEARCH SPONSOR?	<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME OF SPONSOR	
DOES THE STUDY HAVE R&D APPROVAL?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE OF R&D APPROVAL	
DOES THE STUDY HAVE A FAVOURABLE ETHICAL APPROVAL?	<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE OF RESEARCH ETHICS COMMITTEE APPROVAL	
DOES THE STUDY REQUIRE OTHER REGULATORY APPROVALS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
If yes, NAME OF REGULATORY BODY	
DATE OF REGULATORY APPROVAL	
NAME OF REGULATORY BODY	
DATE OF REGULATORY APPROVAL	
NAME OF R&D CONTACT	
SIGNATURE	
DATE	

R&D Office to fax the completed pro-forma to the Charity Trustees on 0117 925 2017 or email info@aboveandbeyond.org.uk

**ABOVE & BEYOND
CHARITIES**

Enhancing healthcare in Bristol



The Abbot's House Blackfriars Bristol BS1 2NZ

Tel: 0117 927 7120 Fax: 0117 925 2017

www.aboveandbeyond.org.uk

MILEAGE ALLOWANCES

(Per Inland Revenue "Fixed Profit Car Scheme" for reimbursement of employees for the use of their own vehicles for business purposes)

	Rate per mile	
	<u>Up to 10,000 miles</u>	
Car all engine sizes (each additional passenger)	40p	5p
Motor cycles	24p	
Bicycles	20p	
Public transport rate (as UHBristol)	23p	

ABOVE & BEYOND CHARITIES

Enhancing healthcare in Bristol



The Abbot's House Blackfriars Bristol BS1 2NZ
 Tel: 0117 927 7120 Fax: 0117 925 2017
 www.aboveandbeyond.org.uk

SPONSORSHIP RETURNS

When undertaking a sponsored event you will be asking your sponsors to complete the sponsorship forms to indicate how much they will give you if you complete the event. Only complete the amount paid column when you collect the money.

Some sponsors may pay you when they agree to sponsor but often collecting the money from then after the event can be a lengthy process so you may prefer to pay in some of it before you have finished collecting particularly if you have been given cheques which could end up being out of date by the time all the money is in.

To maximise the fundraising from your efforts we would like to be able to claim the gift-aid tax back from Revenue and Customs which adds 28% to the amount sponsored. To do this the form must show the sponsor's address (house number and post code as minimum) and be initialled by them in the final column.

To ensure we can tie up the money you pay to the forms would you please use one of these forms each time you pay money in and attach the sponsorship forms themselves to the final one.

Your fundraising efforts are very important to us so good luck with your event.

Event _____ Date of event _____
 Name of fund raiser _____

Fund no/name _____

Amount paid in (this sheet) £ _____

Amount already paid in £ _____

Total amount collected and paid in £ _____

Have all monies now been paid in? YES / NO

Sponsorship forms attached YES / NO

If sponsorship forms attached please complete this summary (use back of form if necessary):

Sheet no.	Amount	Sheet no.	Amount	Sheet no.	Amount
_____	£ _____	_____	£ _____	_____	£ _____
_____	£ _____	_____	£ _____	_____	£ _____
_____	£ _____	_____	£ _____	_____	£ _____
_____	£ _____	_____	£ _____	_____	£ _____
_____	£ _____	_____	£ _____	_____	£ _____
Total amount collected and paid in					£ _____

Signature of fund raiser _____

Date _____

ABOVE & BEYOND CHARITIES

Enhancing healthcare in Bristol



The Abbot's House Blackfriars Bristol BS1 2NZ
 Tel: 0117 927 7120 Fax: 0117 925 2017
 www.aboveandbeyond.org.uk

This is to certify that **Nick Coleridge** is to take part in a **Dragon Boat Race** on **Sunday, 17 June 2007** to raise funds to support **The Above and Beyond Appeal**.

Thank you for making our Hospitals even better.

Name	Address	Sponsorship	Signature	Amount paid	Initial for Gift Aid
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				
	Post code				

The sponsor is required to give full details of name and address and to initial the form if the donation is made under the Inland Revenue Gift Aid Scheme. This enables the charity to increase the donation by 28p for every £1 received at no extra cost to the sponsor, provided that the signatory has paid Income tax.

Total amount collected

Total amount Gift-Aided

ABOVE & BEYOND CHARITIES

Enhancing healthcare in Bristol



The Abbot's House Blackfriars Bristol BS1 2NZ
Tel: 0117 927 7120 Fax: 0117 925 2017
www.aboveandbeyond.org.uk

PAYMENT REQUEST

Fund No: Fund Name:

Payee: Amount: £

Send Cheque to

Reason for expenditure

Receipts and supporting documents attached

Authority for expenditure over £1,000 submitted

Note. Please ensure that you provide adequate information about the expenditure and attach all relevant receipts.

Signature(s) of Fund Advisor(s)

Date

For Charity use only:

Authorised Date