

Financial Guidelines for Events

Events generate donations in various ways and your cooperation is needed to help them reach CRP without any problems.

At a suitable time in the event, the different options for payment need to be explained to those attending. This should include the following points:

1. Cheques made out to VTT are acceptable for Valerie Taylor Trust.
2. Gift Aid (GA) is the most tax efficient way to donate for tax payers as there is a 25% refund made by HMRC to the Trust. The donor has to be registered with VTT to allow this and confirm that sufficient tax is paid to cover the repayment claimed. It is best done with the Gift Aid envelopes available. This is not needed for those already registered with VTT, of course.
3. Cash payments are welcome in the envelopes, or as open collection but donor details are needed for all Gift Aid related donations.
4. Credit, or debit cards, can be used on the internet. The options are www.valerietaylortrust.org , www.paypal.com or www.justgiving.com
5. The Trust is registered with the last two for accepting payments.
6. The VTT leaflets can also be used for donations by cheque.
7. We are grateful for all support given to the Trust as volunteers or donors. Regular donations, such as monthly standing orders, are a real financial benefit for future planning.

The table shows the option and actions needed by the host to deal with the finances after the event.

Form of donation	Options	Action of host
Cheque – payable to VTT	Bank by host	HSBC transfer see VTT banking details
	Post by host	To Administrator
	With Gift Aid	Post to Administrator the opened GA envelope, showing donor details and signature.
Cash	Bank transfer by host	Count, record, sort and pay in local bank for transfer to VTT account
	Own cheque of host	Count, record, write equivalent own cheque to VTT, Post to Administrator.
	With Gift Aid	Post to Administrator the opened GA envelope, showing donor details and signature.

Special Notes for organisers

1. When planning your event, please decide if a charge is needed for attendance or admission, such as in the case of a concert, or a restaurant meal. The majority of VTT events do not have an admission charge.
2. Hosting events naturally involves costs and some hosts may be willing to meet all the costs related to their event. However, it is appreciated that this is not always possible and such costs are a deductible fundraising cost, accompanied by the appropriate receipt. An example could be hiring a hall when there is no admission charge.
3. When attendance is free to an event and the hosts meet the cost themselves, all surplus funds can be used as donations and Gift Aid can be claimed. We would like the advantage of reclaiming tax to be promoted during the event and encourage all eligible supporters to complete the registration, on the special envelopes.
4. **Please note: HMRC rules that if any compulsory payment is needed to attend an event**, such as a ticket or cash at the door, those payments are not allowed as voluntary gifts to charity and do not qualify for Gift Aid. Surplus money from admission charges counts as profit and not a voluntary donation. In such cases, the admission price must be set at a level that at least covers the cost involved so that the charity funds are not put at risk.
5. **So, it is important to separate two money matters:** Supporters pay for admission and also have a separate opportunity to contribute to VTT, using Gift Aid if possible.
6. VTT has a **Public Liability Insurance** for a limited number of fund-raising events each year, which can apply to your event, if you are considering a venue, which does not have suitable cover. This covers up to 250 people attending. Please check on the position and contact the Administrator (before the event!) for more information if needed.
7. A list of those attending on the attached signing in sheet is a help to contact supporters in the future.
8. **All Gift Aid Envelopes need to be opened** when the takings are checked.
 - a) Any cash should be paid into your own bank for the Valerie Taylor Trust account at HSBC Liphook, sort code 40-28-29 and account 31225227 or sent by equivalent value cheque to the Administrator.
 - b) Cheques in opened Gift Aid envelopes should be sent, together with the marked envelope to the Administrator.
 - c) Please mark the amount of cash in it on each respective envelope.
9. Then send all opened envelopes and the donation Record Sheet to the Administrator. These will allow Gift Aid details to be completed.
10. Please record total donations for your event and the amount sent to VTT bank account.
11. Administration Address: 4 Wilberforce Road, Coxheath, Maidstone, Kent, ME17 4HA
Telephone: 01622 743011 E-mail: admin@valerietaylortrust.org