

## **Fund raising Events: notes for organisers**

When you plan your event, you may decide that some of the income generated by the event will accrue in the first instance to you, the organiser. For instance you may sell tickets for cash or via an Eventbrite account linked to your own bank account. Equally you may decide that some of the income will accrue directly to VTT, as will be the case if you receive payments on a VTT card reader which is linked to the VTT bank account, or cheques made payable to VTT.

The advantage of having some of the income accruing to you, the organiser, is that it may simplify the payment of expenses associated with the event. If sufficient income accrues directly to you, you may be able to pay all the expenses yourself and only pay VTT the net income, after deduction of expenses. If so, you can avoid the extra work of claiming some or all of the expenses from VTT. The only potential drawback is that you may need to pay some expenses before you have received the associated income. If you are not in a position to do that, you will still need to claim some expenses from VTT as detailed below.

### **Claiming Expenses from VTT**

1. Invoices will be reimbursed without further question once the Treasurer is satisfied that the event's proved income is more than double the expenses incurred. Pledges will not by themselves count as proved income. But banked ticket sales and donations and properly completed Gift Aid authorisation (including address and postcode) will, and if Standing Order forms have been received, a year's income from the Standing Order, including any Gift Aid, will be counted as proved.
2. However if the event organiser reckons that invoices for expenses will need to be reimbursed before the event has taken place, or after the event but before the income from the event has been proved to be more than double the costs incurred (being unwilling or unable to bear the cost of the expenses until after the income from the event has been proved), invoices will only be reimbursed if the expenditure was approved by the Treasurer before the expenses were incurred.

Example 1: if the organiser needs to pay for a venue or entertainers before the event and doesn't feel able to wait until the income from the event is proved before expenses are reimbursed, they must seek the approval of the Treasurer to estimates/quotations before entering into an agreement with the venue or the entertainers.

Example 2: if the organiser of a concert expects that more than half the ticket price will be paid to the performers and the venue, approval of the event itself will also need to be sought in advance so that VTT is satisfied that this information will be given to people before they buy the tickets.

### **Gift Aid**

If a ticket charge is made to attend, surplus income is considered as a donation. This means that we can claim Gift Aid on the excess of ticket price over expense for existing supporters who have already declared that their donations are eligible for Gift Aid.

If Gift Aid envelopes have been used, please ensure that donors enter their contact address and Post code clearly on the Gift Aid envelopes, with signatures and ticking the box for agreement. **If this is not done properly, we cannot reclaim any Gift Aid.**

Gift Aid envelopes should be opened by the organiser, and the individual totals (whether cash or cheque) noted on the cover of each. Send the envelopes and any cheques payable to VTT to the Administrator, please.

### **Paying VTT**

HSBC no longer enables you to pay cash into the VTT Account. You can however send a personal cheque to the VTT Administrator, or if you have access to online banking, you can make a BACS transfer to the VTT Account. Please send details of bank transfers and all donations to the Administrator.

### **Bank details**

Valerie Taylor Trust account: HSBC, Sort code 40-28-29, account number 31225227

### **Administration**

Address: 4 Wilberforce Road, Coxheath, Maidstone, Kent ME17 4HA. Email: [admin@valerietaylortrust.org](mailto:admin@valerietaylortrust.org) Tele: 01622 743011

**Public liability insurance** – if needed for a venue.

Available for 250 people. Check with Admin **before** the event.