



Charity number: 1170487

## **Penrith and District Beekeepers Association**

### **Fundraising Policy**

Penrith and District Beekeepers Association (PDBKA) trustees have overall responsibility and accountability for its fundraising. They have a key role to play in setting their charity's approach to raising funds, making sure that it is followed in practice and reflects PDBKA's charitable objectives.

In doing so the trustees must:

- act in the best interests of PDBKA
- manage the resources of PDBKA responsibly, including protecting and safeguarding its reputation
- act with reasonable care and skill to avoid fund raising practices which involve the harassment of vulnerable individuals.

To do so PDBKA trustees will:

1. Plan effectively by agreeing or setting, and then monitoring the overall approach to fundraising. This should take account of risks, its relationship with donors and the wider public, as well as its need to generate income.
2. Have in place a system to oversee the fundraising which its representatives carry out so that the trustees are satisfied that the fundraising activities are in PDBKA's best interests and are ethical.
3. Protect PDBKA's reputation, money and other assets; trustees will ensure that there is adequate consideration of the impact of fundraising on donors, supporters and the public, as well as making sure that PDBKA receives all the money to which it is entitled. Trustees must also take steps to reduce risk of loss or fraud through rigorous accounting systems.
4. Those raising funds on behalf of PDBKA will be expected to act in compliance with the laws or regulations that apply specifically to fundraising by charitable trusts.
5. The trustees will be open and accountable so as to effectively explain any fundraising to its members and to the public: i.e. through its reporting and accounting systems, indicating the:
  - purpose of the fund raising initiatives;
  - strategies that will be used
  - sources that will be approached
  - amount raised and its expenditure.

Trustees will familiarise themselves with the Charity Commissions 'Charity fundraising: a guide to trustee duties'. [CC20]

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/549287/CC20.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/549287/CC20.pdf)

And with the Institute of Fundraising Guide:

<http://www.institute-of-fundraising.org.uk/library/trustees-and-fundraising-a-practical-guide/>

Compiled July 2017 To be reviewed every three years. Next review due July 2020.