

Top ten Do's and Don'ts for Special Purpose Funds



Do

- Spend donations actively on items in support of the fund's charitable objective – we recommend 20 per cent of the balance is spent each year
- Alternatively, if you wish to save up donations towards a particular purchase please do let us know – with your timescale
- Send us your donors' addresses to increase every £1 of their donation by 28p via Gift Aid (25p from 6/4/08)
- Remember there are tax advantages in purchasing certain types of equipment through the fund
- Comply with our meals allowances which are (per head): £8, breakfast; £8, lunch; £32 evening meal

Don't

- Credit the fund with any payments for goods or services, including services a staff member provides – we can only accept voluntary donations
- Support any Research & Development from your fund which has not been registered with your corporate R&D Office
- Forget to send us a “request to fund staff salary” form for any salaries to be supported by your fund – ensure your salary figure includes all add on costs
- Charge any business class travel to the fund for flights within Europe – reimbursement of flights within Europe is now restricted to economy or tourist class
- Miss out on the help we can give to your supporters by, for example, supplying information to help with their community fundraising or advice on how to leave a gift in their will

If in doubt, contact Ruth Bishop, Special Purpose Funds Manager at Guy's and St Thomas' Charity on ext:81204 or email ruth.bishop@gsttcharity.org.uk