

Income and Expenditure

The financial contribution that branches and groups make to our income is incredible and when preparing our annual budget we do include this income from branches and groups.

Restricted Income

Sometimes when a branch or group are raising funds there may be occasions when the money has had a restriction put on it and so cannot be used for general financial support. For example, the terms of a trust fund may mean that the money can only be spent on carers or support meetings, or a donation received may only be used for complementary therapies.

Although there some advantages for having restricted funds, such as it can help focus the branch or group on a particular area of activity, it is sometimes difficult to spend the money as people are not interested in that particular area of activity. Therefore some branches and groups have found there can be money sitting in the restricted funds account that cannot be spent, as no one is requesting appropriate financial support or they don't live in an area that the trust fund have allocated funds for.

It is often better if all money raised is for general expenditure, this means your branch or group are able to consider all different types of requests for financial support without there being restrictions on what the funds can be spent on.

Expenditure

Purchasing equipment

Some branches and groups will purchase a range of equipment (printers, software packages, mobile phones for example) to help with the running of the branch or group and to help with the planning and setting up of events (gazebos, trestle tables, foldaway chairs for example).

If you feel that you need a piece of equipment to carry out your role as a volunteer then please do discuss this with your branch or group or the volunteering team. It is worth considering when purchasing software such as Word or Excel, the licensing of the product is done under the branch or group name rather than the volunteers' name.

Registering Equipment

It is important that when office equipment such as laptops or printers are purchased by a branch or group, these items are registered with the Finance Team at David Niven House. Further information about insurance and property is available on the Volunteer Zone.

Annual transfer of funds

At the end of each financial year all branches and groups transfer 50% of the current balance of their funds to our central reserves (provided that this leaves a minimum working balance agreed by the board of trustees - presently £4,000). Branches and groups can decide which area of our work they would like to donate this money to, for example care, research or equipment loan.

Donating funds to another charity

To comply with charity law, all money that we raise is for the MND Association and for the work of the Association therefore we are not allowed to donate money to another charity. For example a branch or group cannot donate money to a local hospice because a person with MND is using the hospice. The hospice would have to invoice the branch or group for the service used such as respite care. It's fine for example if a hospice has invoiced a branch or group for room hire costs but a branch or group cannot donate money to another charity as a "thank you for letting us use your space" or "thanks for making us some cakes". Do contact your regional fundraiser for further information about donating funds.

For more information contact the Volunteering Team:

Phone: 0345 6044 150

Email: volunteering@mndassociation.org

Website: www.mndassociation.org/volunteerzone

