

Rotary Club of South Woodham Ferrers

Charitable Donations – Protocol

The following Charitable Donation protocol was discussed at the Council meeting of November 13th 2019 where it was agreed to be circulated to all members prior to the Business meeting to be held on Tuesday November 19th 2019.

Background

The club became a charitable Trust on 16th May 1995 and in doing so obtained its Charity Status and registration. A Trust Deed was signed by the 4 designated Trustees at that time being the President, Vice President, Secretary, & Treasurer.

Since that date whoever holds those positions are responsible for ensuring the funds held by the Trust (the club) are managed and distributed appropriately and in doing so are accountable to the Charity Commission for their actions.

Trustees Accountability

The Trustees of Trust (Club) are required to submit to the Charities Commission on an annual basis an audited set of accounts detailing all donations. Although it has not occurred so far, the Charity Commission could decide to undertake a review of any donations made and check that the Trust is being managed appropriately. Within the Trust Deed the Trustees are obligated to confirm and sign off all donations agreed by the club. Please note that the Trustees could refuse or amend any donation agreed by the club if the Trustees deem it not to be in accordance with the Trust Deed and its charitable status. As of the above date this has not been necessary.

Donation Process

To re-affirm the standard process the club has adopted the following process to agree donations;

- a) Where the club has received a written request for a donation it should be presented to the Community Service Committee for investigation and then submission to Club Council with a recommendation on what action to take for their consideration. This will then be put to the Club at the next Business Meeting with Council's recommendation for discussion and voting by those members in attendance. Members can if they wish amend or refuse such recommendations. Should the request be urgent, Council may consider it directly without Community Service input.
- b) Where a speaker has been invited to the club to talk about a charity and / or cause that is deemed to be worthy of a donation, the President, in discussion with those Trustees in attendance, can agree to make a donation up to a maximum of £250. That should not become the standard amount and lesser sums are desirable as appropriate. If the President or members would like to increase the amount donated, it will then be discussed at the next Council meeting and agreed by the club as stated in a) above. Please note it is within the President's discretion whether to make a donation on the night or to refer it to Club Council for further consideration. No discussion on the President's decision should be held whilst a speaker is present, although an indication of a wish to discuss it is acceptable. The donation decided by the President cannot be reduced, except by the Trustees acting in accordance with their responsibility.
- c) If it is necessary to discuss an urgent request at a speaker meeting that cannot wait for Council and Business meeting ratification due to time constraints, this can be raised and agreed by the club. Please note discussion should not be made that relate to the Speaker's specific subject. If an urgent request for a donation requires attention outside of a Club meeting, the

President, will discuss with Council members available and circulate via email to all members with a recommendation. The objective will be to reach the agreement of a majority of members. The Trustees can then agree to make the donation to ensure the criteria of the Trust Deed have been met.

To comply with the requirements of the Trust Deed all donations made by the Club have to be ratified and signed by the Trustees and a record held on file. The template of such record is shown in Appendix 1 of this document.

To comply with the requirements of the Trust Deed for the change of signatories these have to be documented as shown in Appendix 2 of this document. This is required to be submitted to the Clubs bank so that all donations made are compliant in accordance with the Trust Deed.



Appendix 1

Rotary Club of South Woodham Ferrers

Trust Deed Agreed Donations 2019 - 2020

The following donations were discussed and agreed by the club as stated in the
Business Meeting Minutes of _____

In accordance with Charity Commission guidelines the Trustees of the club have met
following the meeting and confirmed these payments can be made.

The following Trustees were in attendance at the meeting and signed accordingly

President - Eric Johnson.....

Vice President - Mick Fry.....

Secretary - Mike Penry.....

Treasurer - Don Wragg.....

Dated _____





Appendix 2

ROTARY CLUB of SOUTH WOODHAM FERRERS

Declaration of Trust Deed Amendment

By

The President

The Vice President

The Secretary

and

The Treasurer

The updated signatories for the above Trust to cover the period of July 1st 2019 to June 30th 2020 are as follows;

President –Eric Johnson_____

Vice President –Michael Fry_____

Secretary–Mike Penry_____

Treasurer –Don Wragg_____

Dated _____

Please note – Each year the above signatories will change with subsequent Rotary year

The above protocol was agreed by members of the club on Tuesday November 19th 2019 and adopted and signed by the current Trustees of the Trust.

President – Eric Johnson _____ 

Vice President – Mick Fry _____ 

Secretary – Mike Penry _____ 

Treasurer – Don Wragg _____ 

Dated 19/11/19