



Registered Charity No: 1165593

**King's College Hospital Charity
Designated Fund Advisors
Operating Instructions for
Designated Funds
January 2017**

<u>INDEX</u>		<u>Page</u>
1.	<u>Introduction</u>	3
1.1	The King's College Hospital Charity	3
1.2	The Charity's Mission	3
1.3	Designated Funds	3
1.4	Roles and Responsibilities	4
1.5	Opening and Closing Designated funds	5
1.6	Reporting	6
2.	<u>Income</u>	7
2.1	Accepting Income	7
2.2	Donation Methods	8
2.3	Data Records & Thanking Donors	8
2.4	Gift Aid Recovery	9
2.5	Income Passed On by a Member of Staff	9
2.6	Supporting Courses of Study / Income from Education	9
2.7	Legacies, Bequests & Wills	
3.	<u>Expenditure</u>	10
3.1	Core Principles	10
3.2	Additionality	10
3.3	Compliance with FT Policies, Procedures, Systems & Processes	11
3.4	Expenditure Authorisation	12
3.5	Expenditure which Benefits Staff	13
3.6	Salary costs	15
3.7	Equipment (including Medical, IT & Software)	16
3.8	Capital / building Works	16
3.9	Patient Groups	16
3.10	Private Patients	17
4	<u>Research</u>	17
4.1	Income for Research	17
4.2	Expenditure on Research	18
4.3	Scientific Integrity & Fraud	18
5.	<u>Fundraising</u>	18
5.1	Support King's College Hospital	18
5.2	Approval for Fundraising Activities	19
5.3	Fundraising Support available to Fund Advisors	19
5.4	KHP Fundraising Priorities	20
5.5	Publicity, Communications, Acknowledgements & External Reporting	20
6	<u>Acknowledgements, communications, publicity and external reporting</u>	21
	<u>CONTACTS AT THE CHARITY AND IN FUNDRAISING</u>	22
	Appendices:	
1	Request to Open a Designated Fund	23
2	(i) Change of Principal Fund Adviser / (ii) Change of Secondary Fund Adviser	25/26
3	Procurement Order Authorisation Form	27
4	Payment Authorisation Form	28
5	Request for Funds for Research	29

Introduction

1.1. King's College Hospital Charity

King's College Hospital Charity ('the Charity') is a Registered Charity (charity number 1165593) and a Company Limited by Guarantee (company number 9987908).

It is a separate legal entity from King's College Hospital NHS Foundation Trust ('the FT'). A legally binding deed between the Foundation Trust and the Charity recognises its independence and confirms the transfer of all charitable donations received by the Foundation Trust to the Charity. A Memorandum of Understanding between the two organisations sets out the partnership principles which underpin our collaboration in the interests of NHS patients and service users.

The Charity has its own Board of Trustees, its own policies and procedures and its own annual financial audit. It benefits from the statutory concessions available to charities (e.g. various forms of tax relief). The Board of Trustees is responsible for all donations made to the Charity for charitable purposes and is accountable to the Charity Commission and other regulatory bodies for their management and use.

1.2. The Charity's Mission

The Charity's mission is to work for the benefit of patients and service users of King's College Hospital NHS Foundation Trust across all its sites, and, where considered appropriate, other bodies relating to the NHS in England, by enhancing services and facilities, supporting research and development and improving the working environment for staff.

The Charity seeks to enhance the work done by the FT, by funding things which the NHS would not normally be able to fund itself and are 'over and above' statutory provision.

The Charity's ultimate aim is to benefit present and future patients and this is the basis of its public benefit, which underlies its charitable status.

1.3. Designated Funds

Donations and legacies are allocated to:

- General Funds where the income is given generally for the purpose of patients across the FT;
- a Designated Fund where the donor has expressed a preference that they wish the funds to be used for a named clinical speciality or hospital ward;
- Restricted Funds where the donor has imposed a written instruction on the purpose to which the money may be put and what the money can be spent on.

The Charity creates a Designated Fund as a practical way of 'ring-fencing' monies given by donors who express a wish that their donation be spent on a particular purpose, to ensure that the monies are subsequently spent on that same purpose.

Expenditure from each Fund should be consistent with the purpose for which the Fund was established; comply with these Operating Instructions and not be used in ways that risk losing the support of donors or other stakeholders or may damage the reputation of the Charity. Fund Advisors are expected to comply with all relevant policies, procedures, systems and processes of the FT and funds may not be used as a way of avoiding those. **See section 3 for further details.**

Funds are not independent - all monies held within a Fund legally belong to the Charity, which retains ultimate control and decision-making. The Charity is transparent about the funds that it holds. It does not consider activity on Designated Funds to be confidential and will, for example, publish information about them in the statutory Annual Report and Accounts, which are then filed with the Charity Commission.

1.4. Roles and Responsibilities

1.4.1. Designated Fund Advisors

The role of Fund Advisors is to use their knowledge and expertise to advise the Charity how best to spend the monies held within the Fund for the benefit of patients.

This document sets out detailed instructions to help Fund Advisors understand what is required of them, how the Funds may be used and who to contact in the Charity or the Fundraising Team for further advice. These guidelines are available on the Charity's section of King's College Hospital NHS Foundation Trust's intranet, 'Kingsweb' and will be regularly updated. For the latest information, advice and forms, please go to King's College Hospital Charity's Kwiki page.

Two Fund Advisors are appointed for each Fund, unless the Fund is to be managed directly by the Charity. Two Fund Advisors are appointed in order to ensure they can challenge each other's decisions if required. Fund Advisors should manage any conflicts of interest and be senior employees of, or have an honorary contract with, King's College Hospital NHS Foundation Trust. If a Fund Advisor retires or leaves FT employment, they cease to be a Fund Advisor. The Charity will normally approve the appointment of another Fund Advisor if there are on-going funds. Application forms for appointing Fund Advisors can be found in Appendix 2.

Fund Advisors are encouraged to make use of Funds proactively and hold full and open discussions about the activities of Designated Funds with colleagues, so that Funds may be used to benefit patients of the Foundation Trust. This approach meets the Charity Commission's public benefit regulations, which require charitable funds to be used to benefit the public as a whole, or a sufficient section of the public.

Donations may not be transferred to follow a former Fund Advisor to a new employer. The Charity has a duty to ensure that funds are used in accordance with the donor's wishes. In certain rare circumstances, eg where the purpose of the funds can no longer be fulfilled by the FT, a grant to that new employer may be made, at the sole discretion of the Charity Trustees.

The Charity aims to support its Fund Advisors and they are encouraged to contact the Finance Team for information and advice – contact details are included at the end of the document. The Trustees may replace a Fund Advisor at their discretion if they believe that any of the guidelines in this document are not being met.

1.4.2. The Charity's Trustees and Staff

The Charity retains ultimate control over all Funds. It is responsible for providing governance over the effective and efficient raising and spending of funds, including keeping these Operating Instructions up-to-date and in line with best practice. The Charity is responsible for monitoring income and expenditure and their authority must be obtained for any Fund expenditure. It retains the right to veto transactions of any value deemed to be inappropriate, even if reimbursement is being sought for payments already made.

The Trustees delegate the day to day discharge of these responsibilities to the Charity's Chief Executive and a small part-time team of staff. The Charity's Accountant is the first

point of contact for matters relating to these funds. Contact details are provided in the contacts section at the end of this document.

1.4.3. Conflicts of Interest

Fund Advisors should comply with the requirements of the FT's Standards of Business Conduct and Conflicts of Interest in relation to the raising and spending of charitable funds. Perceived conflicts of interest can arise in several ways. A list of some examples of conflicts (not exhaustive) is given below:

- If the Fund Advisor or another person closely associated with him/her may benefit in some way from expenditure that the Fund Advisor wishes to authorise. For that reason, no Fund Advisor may authorise expenditure from which they, or others linked to them in a personal capacity, will benefit. Any payment to a Fund Advisor must be authorised by the other Fund Advisor.
- Where a Fund Advisor holds a position in any body making donations to a Fund (e.g. a Director in a private company or Trustee in a charity). This should be disclosed for review by the Charity.
- Where a Fund Advisor's family members or friends are personally supplying services relevant to the Fund's charitable objective and the Fund Advisor wishes to pay them from the Fund. In this instance, the Fund Advisor should notify the Charity in advance and, if approved, their expense claims/invoices should be signed by the other Fund Advisor.

Steps must also be taken to avoid the potential for undue influence that could come from gifts and hospitality.

If a Fund Advisor is unsure, please contact the Charity's CEO for further advice.

1.5. Opening and Closing Designated Funds

1.5.1. Setting up a New Fund

New Funds are opened at the discretion of the Charity, where it can be demonstrated that there is a genuine need. Before agreeing to open a new Fund, the Charity will therefore consider whether there is an existing Fund which already covers the proposed purpose.

An application form must be completed to open a new Fund - the form is attached in Appendix 1. Applications will be considered by the Charity's Chief Executive and applicants will be informed of the outcome.

1.5.2 Closing Funds

The Charity reserves the right to close any Fund or to merge it into another Fund, if it considers this to be in the best interests of the Charity. Funds will be closed if:

- There has been no spend for two consecutive financial years, having warned the Fund Advisor in writing after the first financial year or
- There is a balance of less than £500 with no spend for one financial year

The Charity will also periodically review all Funds in existence and make recommendations to the Trustees regarding the potential for rationalisation within statutory guidelines.

The outstanding balance on any closed Fund will be assigned to General Funds.

1.5.3 Maintaining a Credit Balance

In line with the Charity's Financial Standing Orders, all Funds must remain in credit at all times and must not go overdrawn. Expenditure will not be allowed if the balance available is insufficient to meet it.

In order to protect unspent balances on Designated Funds from stock volatility, each year Funds are credited by the Charity with a sum that corresponds to the prevailing Bank of England interest rate, with the Charity's general funds absorbing any investment risk.

It is current Charity policy not to levy an administration charge.

1.6. Reporting

1.6.1. Financial Reporting

The Charity will provide monthly statements of Fund financial activity and balances to Fund Advisors. The Charity's Finance office can answer ad hoc queries at other times – contact details are provided in the contacts section at the end of this document.

The Charity aims to take a proportional approach to requiring information and reporting from Fund Advisors. However, the Charity reserves the right at any time to request that a Fund submits a plan for future expenditure. This helps the Charity to ensure that Funds are effectively used and enables the Charity to plan its future cash flow more accurately. The larger the Fund the more information the Charity will require about spending plans.

For the financial year 2017/18, the Charity is piloting an approach to planning and budgeting for a number of the larger Designated Funds with balances above £90k. The aim is to keep the process simple, with the aim of providing information to the Charity about what to expect in the coming 12 months. A budget template will be issued in early 2017 with further guidance. This section of the Instructions will be updated with the learning and outcomes from that pilot.

Otherwise, it is always advisable to keep the Charity informed of spending plans. This is particularly true when Fund Advisors wish to temporarily earmark income within their Fund for a specific purpose e.g. item of equipment/function. Fund Advisors should keep the Charity's Accountant informed of the size, purpose and the time period involved.

1.6.2. Impact Reporting

Fund Advisors may be asked to provide an Impact Report, describing the measureable impact that the expenditure incurred on their Fund has had on the lives of patients. This may be for internal use or for inclusion in external publications such as the website or the Annual Report and Accounts.

1.6.3. Biennial meetings

Fund Advisors of Designated Funds with balances above £90k will be asked to attend a meeting with charity staff every other year to discuss current and future use of charitable funds.

2. Income

2.1. Accepting Income

2.1.1. Is it Charitable?

Income can only be accepted by the Charity if it fits the definition of a charitable donation i.e. it is a gift freely given with no benefit accruing to the donor, and the purpose for which it is given is consistent with the Charity's overall objective and the particular purpose of the Fund.

Charitable donations can be made in many ways – as a legacy, cash or cheque donation on a ward, through regular giving by direct debit, events, community fundraising, as a grant from a Trust/Foundation or as a donation from a commercial company. Sometimes the donor might request recognition for their gift (e.g. a plaque) or a report on the impact their donation has made – these are reasonable requests and do not constitute a benefit. In all cases, the Charity needs to be satisfied that a donation is charitable and not commercial.

Commercial income, where the person paying the money expects a benefit in return, should be banked instead with the FT. Money earned, as opposed to donated, belongs legally to the FT. Designated Funds are prohibited from engaging in trading activities where the income is not freely given but comes from a payment for something provided to the payer. Charitable commercial sponsorship is possible where payment is charitable but also provides a benefit back to the donor. However, these require a contract to be put in place and the input of the KHP fundraising team – please contact them directly for further information.

Commercial income also comes in many ways – as a payment for sponsorship of a conference or event or as payment in return for data, medical reports, laboratory fees or exclusive access to research findings, or other services provided. Events such as fund-raising dinners, balls and raffles are all trading and so are not allowed without prior agreement of the Charity. Fund Advisors also cannot buy goods for re-sale from charitable funds.

Designated Funds may not normally be used to organise conferences and educational events where delegates are charged a fee and instead should be administered through the FT. Small charges for attendance at lectures etc. may, under certain circumstances, be allowable.

The Charity will contact donor companies when income is suspected to be from trading activities and may return the funds or transfer them to the FT if necessary. If a Fund Advisor is unsure about whether income is charitable, please contact the Charity Accountant for further advice.

2.1.2. Is it Ethical?

In March 2012 the King's Health Partners (KHP) Fundraising Partnership approved a Fundraising Ethics Policy which applies to all donations received by the charity. A copy of the policy is available on request.

The KHP Fundraising and Supporter Development Team are responsible for implementing this policy and appropriately screening donations. The Charity CEO is a member of the Fundraising Ethics Committee.

Charitable funds must not be used as a banking facility – i.e. to deposit money at will and withdraw it on demand. Once monies are donated into a Fund they are available to all those benefitting from the Fund and will not be held for a specific person or item unless agreed in advance by the Charity.

2.2. Donation methods

All donations received by members of staff in the course of their employment must be paid into a charitable fund.

Fund Advisors must ensure that all donations received by them are processed very promptly – at the latest within 24 hours of receipt. If donations are not processed promptly, there is an increased risk that they may be mislaid (or only processed after a delay), resulting in a financial loss to the Charity and/or damage to the Charity's reputation with donors.

All donations received by Fund Advisors must be entered on the Charity's Standard Donation Form. These forms are controlled stationery, which can be obtained from either the Charity's Accountant or from the King's Health Partners Fundraising and Supporter Development Team (tel: 020-7848 4701, email: info@supportkings.org.uk) Please follow carefully the instructions on the form and provide as much information as possible.

Unless a wish is stated to the contrary, donations will be credited to the Charity's general funds. Copies of donor correspondence should be attached to the Charity's donation form so that the Charity and KHP F&SDT can monitor donor wishes. If the donor correspondence contains medical information, please blank this out before submitting it for processing.

Donations may be made by:

- Cheque (which should be made payable to 'King's College Hospital Charity', with the Fund name and number written on the reverse).
- Credit or Debit Card
- Regular Direct Debit
- Bank Transfer (subject to the agreement of the Charity's Finance office)
- Cash

Donations in cash should be avoided wherever possible. If cash is received, this should immediately be delivered in person to either the Charity or the FT's cashiers with the accompanying completed donation form.

Regular Direct Debit and Credit Card donations can also be made online over a secure link through the KHP fundraising website at www.supportkings.org.uk

Sometimes donations are paid directly into the Charity's bank account. When these sums appear on the bank statement, their purpose is not always clear. Therefore, Fund Advisors must ensure that the Fund number is clearly stated in the payment reference - failure to do so may lead to donations being credited to the wrong Fund. Any donation not identified within 3 months of their receipt will be credited to the Charity's General Fund.

The Charity's Finance office and the KHP Fundraising & Supporter Development Team can provide further advice regarding all of the above donation methods.

2.3. Data Records and Thanking Donors

The KHP Fundraising and Supporter Development Team ("F&SDT") are responsible for accurately and reliably entering information about donors and their donations onto the Charity's donor database and correctly recording the donation against the relevant Designated Fund. They will use the information provided on the Standard Donation Form to do this.

It is also very important for building long-term relationships that donors are always thanked for their gift in an appropriate way. The KHP F&SDT has responsibility to issue thank you letters for all donations. If a donation is sent directly to a Fund Advisor, it is the Fund Advisor's responsibility to collect the donor details in order for the KHP fundraising team to issue thank you letters.

2.4. Gift Aid Recovery

Donations from individuals who are UK taxpayers are generally eligible for Gift Aid, which will significantly increase the value of the donation to the Fund.

The donation form covers Gift Aid and Fund Advisors should make every effort to encourage eligible donors to sign the Gift Aid declaration. Gift Aid is reclaimed by the Charity from HMRC at the end of every financial year and credited to the relevant Designated Fund.

The KHP F&SDT can provide further guidance.

2.5. Income Passed on by a Member of Staff

Members of staff are welcome to make charitable donations and these are gratefully received.

Items of contractual personal income (e.g. private patient income) may not be paid directly into a Fund. These should be paid into the individual's personal bank account and taxed as appropriate. A donation may then be made from the individual to the Fund (with Gift Aid reclaimed as appropriate).

Donations in lieu of other sources of income (e.g. an honorarium or speaker's fees) may be paid directly by the payer to the Charity if the payer is happy to do so.

Items of income that belong legally to the Foundation Trust (such as statutory payments for supplying medical reports) must be paid into the Foundation Trust and not into the Fund.

2.6. Supporting Courses of Study/Income from Educational Activities

Funds should not normally be used to develop and run courses of study due to the labour intensive process required to administer training and the risk of creating a tax liability through trading. If the charitable object of a Fund includes the support of education, in exceptional circumstances a Fund may be used to accept payments made for one-off or occasional study days. This must be agreed in advance by the Charity's Accountant and have approval of the Finance Director and/or CEO. Any proceeds from this course/study day may only be used to support education; otherwise a tax liability may be created.

2.7. Legacies, Bequests and Wills

Potential donors may leave a legacy to a particular Fund in their Will. Bequests are legally binding documents and problems can arise if their wording is not clear. Any member of staff approached by a patient for advice about their will must consult KHP F&SDT to ensure the donor's wishes are clear and achievable.

When a legacy is received for the benefit of a particular Fund or hospital area, the Fund Advisor will be informed. For legacies over £10,000 in value, the Fund Advisor will normally be asked to identify within three months of receipt of the legacy how they intend to apply the legacy within the Fund's objectives.

If a Fund Advisor receives any enquiries or correspondence from executors of wills these should be directed to KHP F&SDT or the Charity's Accountant as soon as possible as this is a specialist area. It is KHP F&SD's responsibility to administer legacies on behalf of the Charity.

3. Expenditure

3.1 Core Principles

Fund Advisors should ensure that any planned expenditure from charitable funds reflects the following core principles which are published each year in the Charity's Annual Report and Accounts:

- Focused primarily on enhancing the welfare of patients and service users of KCH Hospitals - However, we will continue to collaborate with colleagues across King's Health Partners and to support an integrated fundraising team to realise our shared ambition for excellence in teaching and clinical care, underpinned by world class research;
- Aligned with King's College Hospital NHS Foundation Trust's strategy – Our activities will be supportive of the Foundation Trust's plans and emerging priorities whether these are developments in key specialties; system wide changes that will support the Foundation Trust's overall strategic development, or projects that will enhance its distinctiveness, reputation and standing locally, nationally and internationally;
- Innovative – the Charity is keen to support projects that push the boundaries and transform services and outcomes for patients, and is prepared to accept a degree of risk associated with this type of funding;
- Additional – the Charity will augment not replace expenditure which should be funded from NHS budgets, and will seek to fund developments which cannot be funded via other sources of voluntary income;
- Sustainable – the Charity will pump prime innovation in service development and/or early research. We will provide ongoing funding for projects only where these are either truly additional, or where there are realistic plans for securing longer term funding. We will only pay for equipment and facilities where ongoing funding for maintenance costs is in place;
- Evidence based – the Charity will support developments that are supported by clear research evidence, or will help build the evidence base through innovation and evaluation, and can therefore demonstrate positive impact i.e. on the quality of services, the experience of patients (and their families) and on health outcomes;
- Value for money - the Charity seeks to prioritise projects according to the expected returns i.e. the level of investment versus their expected outcomes and impact;
- Aligned with Foundation Trust policies – All grant expenditure must be compliant with Foundation Trust policies and procedures e.g. in terms of recruitment, medical physics approvals, procurement etc.

3.2 Additionality

The principle of additionality is particularly important. Charitable funding enables activities that are beyond the scope of statutory services and are therefore not amenable to public funding i.e voluntary donations go 'above and beyond' what the state should provide through taxation.

This is traditionally a 'grey area' and the following additional guidance is provided to Fund Advisors when planning the use of charitable funds.

The following are considered to be within the scope of charitable funding - all items and activities supported using charitable funds should support one or more of the following objectives:

- Provide direct benefits to NHS patients and service users;
- Provide indirect benefits to NHS patients and service users via support for staff and improvements in staff knowledge, skills and experience;
- Support the FT, and partner organisations, where appropriate, to continue providing world class standard of care beyond the standard service the NHS is expected to provide;
- Improve the delivery of care to NHS patients, service users and their families and friends, where appropriate, including self-management programmes where appropriate;
- Support the introduction of new services, techniques or procedures across KCH;
- Support research into new or improved treatments, techniques and services aimed at enhancing care, experience and outcomes across KCH;
- Where appropriate, support individual patients and service users experiencing hardship who 'fall through the gaps' between statutory NHS and social service provision.

In addition, charitable funds may be used to:

- purchase equipment which is of 'higher specification' than standard NHS provision, in such instances Fund Advisors may be expected to use donations as a 'top-up' for NHS budgets, where appropriate.
- purchase additional items of equipment over and above the number that would be available to support routine care and service delivery. However, in these circumstances, Fund Advisors would need to provide evidence that items are not required for safe, effective care and are, indeed, supernumerary.

The following are considered to be outside the scope of charitable funding. Charitable funds should not be used to support:

- Standard staffing required to support clinical care;
- Items of equipment to support standard clinical care (syringes, stethoscopes);
- Standard treatments, pharmaceutical or otherwise, which would normally be provided by the NHS;
- Items or expenditure to support meeting mandatory regulations, policies or guidelines;
- Items or activities without which the safety of service users or staff could be compromised (e.g. radiation shielding for radiotherapy staff which is standard for health and safety);
- Mandatory training and education (e.g. mandatory health and safety certification).
- Replacement of statutory provision in any other way (e.g. hardship support where the individual is eligible for state benefits).
- Unexpected increases in contractual activity.

NB This list is not exhaustive and may be extended based on experience and judgements.

Fund Advisors should avoid seeking donations for expenditure which is not considered additional. However, there may be a need for flexibility in certain circumstances e.g. where a legacy leaves a legal restriction on the use of funds, or where a larger grant is at risk because of an element that might not be considered additional is being actively supported by a donor.

Fund Advisors should expect to demonstrate that planned activities or purchases meet these criteria and are not capable of being funded via NHS budgets or other sources of charitable funding.

What constitutes standard provision is of course continually changing and there is flexibility in the guidance to reflect that. The onus is on the Fund Advisor to establish that the proposed expenditure is indeed above standard – where this remains unclear, the Charity will decide whether something is suitable for charitable funding.

3.3. Compliance with Foundation Trust Policies, Procedures, Systems and Processes

Fund Advisors are expected to comply with all relevant policies, procedures, systems and processes of the Foundation Trust. Funds may not be used as a way of avoiding any of these approval processes

All goods and services must be procured through the FT's procurement processes. Orders raised via Sprinter will be approved by the Charity Accountant upon receipt of a completed 'Procurement Authorisation Form' (see appendix 3). Orders will also require FT staff approval in line with the FT's delegated financial approval limits.

All equipment (including medical/IT equipment and software) must be purchased in accordance with the FT's processes and remain under the ownership and control of the FT thereafter. Fund Advisors must also ensure FT budgets allow for any ongoing maintenance and support costs.

All staff whose salaries are funded with charitable funds should be employed by the organisation to which the grant is given using their employment policy and processes. The employing organisation remains responsible for the contractual and line management of those staff, including any redundancy liabilities.

3.4. Expenditure Authorisation

All payment requests must be submitted using the Charity's Payment Authorisation Form (see Appendix 4) and must be accompanied by adequate original documentation (e.g. invoices or receipts). A bank or credit card statement will not normally be considered adequate. If photocopies are supplied (including electronic receipts), it is the Fund Advisor's responsibility to verify the authenticity of these documents. Payment requests not supported by valid receipts will not be paid.

Payment Authorisation Forms will only be processed if they have been authorised by one of the Fund Advisors. Physical and scanned signatures and email approvals from an NHS email account are acceptable forms of approval.

Fund Advisors are not allowed to approve their own expenses – these will need to be approved by the second Fund Advisor.

Invoices for reimbursement of costs from King's College Hospital NHS Foundation Trust received by the Charity will be sent to the Fund Advisor for authorisation by email. This will be followed by two reminders. For invoice values up to £3,000 and where no reply is received within 1 week of the 3rd reminder, the Charity will assume that consent to pay has been given and the invoice will be paid.

The Charity prefers to make payments direct to the supplier of the goods or services, on the basis of an original supplier invoice. However, where this is not practical, the Charity will normally agree to reimburse an individual who is willing to incur the costs personally, provided adequate evidence of payment is provided (e.g. full receipts).

Payments are made in arrears, after the goods or services have been provided. Receipts or invoices dating more than one year prior to the date of the claim will not be accepted for payment.

Requests to make payments in advance will normally only be agreed by the Charity in exceptional circumstances e.g. for attendance at a training course where the supplier requires payment to confirm the place.

Where the costs of training, conferences and courses fees are requested for reimbursement, the claim must be accompanied by acceptable proof of attendance as well as receipts/invoices for any expenses.

All payment requests will be reviewed by the Charity's finance team prior to final payment to ensure that:

- The payment has not been previously made
- That expenditure complies with all agreed guidelines and procedures
- That expenditure has been authorised as required by the Board of Trustees

The Charity has a 'zero tolerance' towards fraud, bribery and corruption. Any payment requests that are suspected to be fraudulent will be immediately reported in line with the Charity's Fraud, Anti-Bribery and Corruption policy. All suspicions of fraud will always be investigated.

Please contact the Charity Finance Team on kch-tr.charitypayments@nhs.net about any payment queries.

3.5. Expenditure Which Directly or Indirectly Benefits staff

All Fund expenditure should be focused on benefiting patients. Expenditure which benefits staff is only acceptable where it can be clearly demonstrated that this is an effective way of achieving a benefit for patients.

Expenditure which solely benefits staff is not allowed from funds which are explicitly for the direct benefit or welfare of patients.

Any expenditure on staff items should potentially benefit all members of staff who fall within the remit of the particular Fund. The benefit should not be focused on an individual or small sub-group of staff. The over-riding criteria are that Funds must only be used in ways that are charitable (i.e. designed to provide public benefit). Any benefit to particular individuals should be incidental.

This is a sensitive area and the Charity reserves the right to veto expenditure which it deems not to meet these criteria. If requiring clarification, Fund Advisors are encouraged to contact the Charity's Finance office in advance of incurring the expenditure.

3.5.1 Hospitality / Entertainment and Gifts

a) Direct Staff benefits are not of itself a charitable act. Where expenditure is to be incurred in this way, the following rules apply:

- it must be available to all staff who are eligible to benefit from the Fund and not go beyond what a good employer would normally provide
- a party at Christmas is reasonable; but more frequent events (e.g. a mid-summer party as well as an Xmas party) will need justification
- the catering costs for parties should remain within the agreed per head meal and refreshment limits listed in section 3.5.3
- venues that would be wholly inappropriate for a charity (e.g. night club, casino) should not be used
- the costs of alcohol and bottled water will not be reimbursed except with prior approval of the charity

- staff/departmental meetings: meals and refreshments must be within the agreed meal limits. Expenses relating to venue and AV hire is allowable if the need can be demonstrated (e.g. lack of meeting space in the dept)
- leaving and retirement or other gifts may not be purchased. Gifts to staff beyond a 'token of appreciation' should be avoided. If a token of appreciation is provided (e.g. flowers), they should be purchased in exceptional circumstances only and at a cost of no more than £20 a head.

Under no circumstances will the costs of expenditure for partners, friends and family be reimbursed.

Charitable funds may not be used to reimburse the cost of damage to or loss of personal clothing or personal property.

b) Other forms of Hospitality / Entertainment

The Charity accepts that in some circumstances, for example, international conferences and meetings, delegates may need to meet for the benefit of research or clinical activities at meal times outside the main core conference or meeting agenda. In these circumstances the Charity may be prepared to fund the cost of the meal for hospital staff or for a visiting speaker giving their time free, provided that:

- the expenditure is proportionate and cost effective;
- the rationale can be demonstrated to meet the criteria in this paragraph;
- the expenditure has been approved in principle by the Charity CEO in advance.

3.5.2 Professional Subscriptions

The Charity will not pay for professional memberships or subscriptions to UK bodies, regarding these as the professional obligation of the individual. Many such subscriptions are allowed by H M Revenue and Customs as deductible from an individual's income, more information is available at www.hmrc.gov.uk.

Subscriptions to publications may be allowed provided the publication relates to the main objective of the Fund and the publication is accessible to all members of a department.

The Charity may also agree to pay for subscriptions to some foreign or sub-speciality bodies, where these can be shown to bring genuine added knowledge to the staff team (and not simply to an individual). Please contact the charity finance team for advice.

3.5.3 Travel and Accommodation

Expenses in respect of friends, family members or any other person who is not eligible to benefit from the Fund will not be reimbursed. Expenses for volunteers not covered by FT budgets may be charged to charitable funds if there is evidence that their time spent directly benefits patients. The following allowances are aligned with the FT's staff expenses policy.

a) Travelling expenses

Mileage allowances will be paid in line with the FT's mileage rates, and only where other forms of transport are not feasible or do not represent better value. On production of receipts, reasonable car parking, toll and ferry charges will be refunded but not parking or other motoring fines. If claimants use their own vehicle, it is their responsibility to ensure they have appropriate insurance cover and the vehicle is road worthy.

Taxi fares will be paid only where evidence is provided that other forms of public transport are not feasible or do not represent better value and their use is essential – examples of this include the following:

- On journeys for which no other suitable means of transport is available
- On journeys to connect to suitable transport e.g. early morning to mainline train station for connection to an airport
- Where heavy or awkward baggage has to be transported locally
- Where the saving in time or cost is significant
- Where travel is required during anti-social hours i.e. before 7am or after 9pm
- Personal safety issues
- Physical ability issues

Car hire will only be reimbursed for the duration of the meeting where evidence is provided that other forms of transport are not feasible nor represent better value.

Rail travel will be reimbursed for standard class only, unless approved otherwise by the Charity CEO in advance. If a claimant travels first class, they may claim the cost of a standard fare and personally pay the difference.

Air travel is permitted where no other form of travel is suitable. Only the costs of economy/tourist class will be reimbursed. For travel outside Europe and in exceptional circumstances, premium economy or business class travel may be approved with prior agreement of the Charity CEO. First class air travel will not be refunded in any case. If a claimant wishes to travel business or first class, they may claim the cost of an economy fare and personally pay the difference.

b) Accommodation

Receipted costs up to £75 a night may be claimed for hotel and accommodation costs. The Charity will only reimburse accommodation above that limit (e.g. for a 4 or 5 star hotel) if the claimant is attending a conference held in such accommodation and the accommodation is included with the conference fee. Accommodation costs may be claimed for the duration of the conference and where reasonable a night before it starts or after it ends. Claimants may not claim any other incidental costs.

3.5.4. Subsistence (Meals whilst away from home)

Meal expenses whilst necessarily away from home or from the FT covering the actual cost of meals and non-alcoholic refreshments may be claimed on production of receipts. Optional tips, gratuities and service charges are not regarded as charitable and will not be reimbursed. These limits apply also to staff parties.

Meal including non-alcoholic refreshments	Maximum allowable for reimbursement
Breakfast when leaving home before 7:30am. This does not apply to overnight stays.	£4
Lunch if away for 5 hours or more covering the period 12-2pm	£5
Dinner if staying away from home or you are unable to return before 7:30pm	£15

3.6. Salary costs

Staff whose salaries are supported by the Charity must be employees of KCH Foundation Trust or KCL. The Charity does not employ any staff directly using Designated Funds.

KCH Foundation Trust or KCL will be responsible for ensuring all tax and other employment obligations are met. Grading and salaries should have the approval of the relevant HR department.

It is the Fund Advisor's responsibility to ensure that all the contractual arrangements with the relevant HR and payroll departments are met. All payments to individuals, including honoraria or stipends, are liable to tax. No ex-gratia payments may be made to staff. All salaries and payments must be paid through the FT or KCL payroll.

It is the employer organisation's responsibility to ensure the Charity is correctly invoiced for such costs on a timely basis.

Even when these requirements are met, the Charity will not pay for any staff undertaking work which is considered to be the normal function of the NHS. Any cost will have to clearly fall within the charitable mission of the Charity, e.g. research, or other service enhancement above and beyond the NHS.

Any additional staff costs that may arise subsequently are the responsibility of the employing organisation and will not be reimbursed by the Charity. Severance and redundancy payments will not be paid for by charitable funds under any circumstances.

There are some special cases allowed by HMRC as 'tax-free' stipends such as research students funded by an EU grant. The Charity can reimburse these costs, but it is for the Fund Advisor to obtain the necessary certification from KCL that such a student is bona-fide. Where a Fund is supporting a PhD studentship or KCL contracted research post, the Fund Advisor's role as supervisor must be recognised and supported by the Head of the relevant KCL division.

3.7. Equipment, including Medical and IT Equipment and Software

All purchased equipment acquired using charitable funds remains under the ownership and responsibility of the FT. Purchases of equipment should be made via the Foundation Trust's Procurement process, and then recharged to the Charity in order to ensure that the equipment is listed on the FT's asset register and that value for money is obtained. All maintenance costs remain the responsibility of the FT and must be approved as part of the FT's usual budgeting process.

Medical equipment must be purchased in accordance with FT policy and procedures (including medical physics) to ensure compatibility with existing equipment and adherence to the FT's standards of care.

It is particularly important that any purchase of IT equipment or software is made through the FT's policy and procedures, involving the FT's IT Department as well as Procurement. Licencing and on-going maintenance is the responsibility of the FT and the licences and the associated revenue budgets for maintenance (which can be considerable) must be approved by the FT in advance.

Purchases of certain types of equipment with charitable monies are often eligible for VAT zero-rating – the Charity Accountant can provide further advice given the changing context with the creation of the Interventional Facilities Management entity.

Fund Advisors should complete the Charity's Procurement Authorisation Form (attached as Appendix 3) before any purchase is entered on Sprinter.

3.8. Capital/Building works

Decision-making in relation to capital/building works are the responsibility of the FT and should be arranged through KCH's Estates Department, in compliance with their procedures and costs recharged to the Charity.

3.9. Patient Groups

In general, Funds must not be used to fundraise for, or set up charitable activities for the support of patient groups. This is due to the fact that in organising direct support for beneficiaries – whether it is emotional support, advice or welfare provision – there are special considerations that need to be taken into account; such as the nature of the advice/support being given; potential exposure to criticism or legal action for wrong advice and the need to ensure compliance with legislation, such as data protection and confidentiality.

Where any Fund Advisor wants to fundraise or provide a service for Patient Groups express permission must be sought from the Charity, so that clear limits can be set on this provision and compliance achieved with all regulations.

Any literature produced (including web-based material) must be approved by the KCH Communications department and should include all relevant disclaimers. Depending on the content, disclaimers may include a statement that the text is for information purposes only and does not constitute professional advice.

In organising support for beneficiaries, the Fund Advisor must set clear limits (agreed in advance with the Charity) as to the scope of that support, whether it be emotional support, medical advice or welfare provision.

- advice and support given, if medically related or emotional, will be generic and information based, and organised in a way which can be therapeutic for those affected by the disorder but not specific to particular cases
- whether given in discussion groups or one-to-one, it must be expressly established that it is not a substitute for diagnosis, treatment, or information from a medical care provider, and does not constitute formal counselling
- care must be taken to ensure compliance with Data Protection and confidentiality rules
- in relation to one-to-one support, the Fund Advisor has particular responsibility for selecting, briefing and monitoring the individuals who will offer that service, with a view always to safeguarding the individuals themselves and the patients and others affected by the patient's condition, as well as avoiding any possibility of criticism of or liability for the Foundation Trust or the Charity.

3.10. Private Patients – insurance and other expenses

Any expenses relating to private practice may not be claimed from the Charity.

4. Research

4.1 Income for Research

Research income may be accepted provided it is charitable and not commercial in nature. The distinction between these is as follows.

Research income is **charitable** if:

- the donor has no rights over the research and/or publication of its results, or;
- it may be expected that the results are published so that the general public may derive benefit from it.

Unconditional grants and donations can be treated as charitable income.

Research income is **commercial** and is due to the NHS Foundation Trust if:

- the donor retains any rights over the ownership, direction, and/or publication of its results, or derives any direct or indirect financial benefit
- any income that comes to a Fund Advisor in return for a piece of research is not charitable income and cannot be paid into the Fund.

The charitable or commercial nature of research is determined by the conditions under which the income arose and how it is conducted, not by the identity of the financial sponsor. Commercial research may be funded by grants and charitable research may be funded by commercial bodies (e.g. pharmaceutical companies).

Where a donor/grant giver has made a charitable gift, the donor must be given no rights over direction, publication or ownership of the research. Neither must any rights be granted to preferential or early access to findings.

The Charity cannot manage funds for Commercial Research. All commercial research activity should be managed and administered by either KCH Foundation Trust or KCL. Fund Advisors must take care to ensure that the appropriate one of these two bodies has the right to the intellectual property arising from any research.

The Charity will also not 'manage' research grants received from external bodies for research activities. These grants should be managed by KCH or KCL.

4.2 Expenditure on Research

The Charity can only fund research that is in furtherance of its charitable objectives. Charity Trustees follow the principles set out in the Charity Commission guidance on 'Research by Higher Education Institutions'. The leading court decisions on charitable research establish that research will normally qualify as charitable if:

- the subject matter of the proposed research is a useful subject of study
- it is intended that the knowledge acquired will be disseminated to others, and
- the research is conducted for the benefit of the public or a section of the public

If a Fund provides money to support any research, e.g. whether it be funding the entire research project or part of it, such as buying consumables, the research must be registered

with KCH Foundation Trust Research & Development Office. This requirement applies even when the project is not using KCH's resources e.g. if the research is located in a KCL non-clinical laboratory. Fund Advisors are responsible for ensuring that any research work that is funded from charitable income is approved in advance by KCH and that all their governance and ethical requirements are complied with. All research using charitable funds must have ethical approval from KCH using their policy and procedure.

Fund Advisors are personally responsible for complying with all ethical requirements, regardless of the source of funding.

Fund Advisors are required to complete a form giving brief details of any research study that the Fund will contribute to (even if the Charity is only paying part of the costs) – form attached as Appendix 5.

This form should be completed and submitted in advance to the Charity before funds are incurred on research.

4.3 Scientific Integrity/Fraud

In the event of a scientific fraud or any other irregularity being suspected in the course of a project, the Charity should be notified immediately and kept informed of all future developments. It is the responsibility of the organisation to which a grant is made to investigate. If adequate steps are not taken to investigate, the award will be suspended. If fraud or any other irregularity is proven use of grant funding from the Designated Funds will be terminated immediately.

5. Fundraising

5.1 'Support King's College Hospital...'

Since February 2011, fund-raising for all the partners within King's Health Partners Academic Health Science Centre is undertaken by the King's Health Partners (KHP) Fundraising & Supporter Development Team. This team is led by the Executive Director of Fundraising & Supporter Development and is based at King's College London (KCL). The Fundraising brand chosen by the team for King's College Hospital is '*Support King's College Hospital*'.

5.2 Approval for Fundraising Activities

The King's Health Partners, which includes King's College Hospital NHS Foundation Trust have all agreed that no fundraising will take place unless it has been co-ordinated centrally by the KHP Fundraising and Supporter Development Team. If Fund Advisors are interested in undertaking any fundraising activity they should contact the KHP F&SDT who are responsible for co-ordinating all fundraising activity within the Foundation Trust. The F&SDT will assist wherever possible, and must always be kept informed of the results of any fundraising. The fundraising support available to Fund Advisors is set out below.

5.3 Fundraising support available to Designated Fund Advisors

5.3.1 Support Available to All Fund Advisors

Support offered from F&SDT:

- all Fund Advisors can make contact with the F&SDT through the switchboard 020 7848 4701 or general email address - info@supportkings.org.uk - to seek basic support from the Fundraising and Supporter Development Team (F&S DT) e.g. to request donation literature, refer donor enquiries, or highlight fundraising opportunities for the team to pursue.
- general donation literature promoting King's College Hospital, is available to all Fund Advisors. This includes a donation form, which allows donors to designate their donation to a particular area.
- general literature is available on supporting King's College Hospital via legacies.
- collection tins to support King's College Hospital are available to display in wards and waiting areas.
- general marketing materials branded as 'support King's hospitals.' (pens, T-shirts etc.) are available to supporters organising their own event.
- all Fund Advisors can be offered training on how to approach the issues of gifts with grateful patients. This could be offered as a part of all new staff inductions.
- all gifts received will be banked and thanked by F&SDT. Where appropriate, F&SDT will work with clinicians, drafting letters for them to sign for large/special donations

In return:

- the Foundation Trust has agreed that Fund Advisors will share their positive news and stories of the difference that charitable funding can make in order to encourage future giving and report back to supporters about how their donations have been used. This will be done by Fund Advisors submitting information on the projects and research studies that their Designated Fund is supporting; the completion of the procurement and payment authorisation forms (attached as Appendices 3 & 4), and the presentation/ submission of impact reports to the Charity's Trustees and officers at regular meetings. These stories may feature in the supporter magazine on the 'Support King's hospitals' website or in the Charity's and Foundation Trust's Annual Report/Review.
- the Foundation Trust has agreed that King's College Hospital staff should contact the F&SDT if a patient highlights that they want to give a major gift (i.e. £1000 or more) to the hospital or medical research. This will ensure that philanthropic income is maximised for the hospital. Clinicians should also contact the F&SDT if a patient is identified as a potential high net worth prospect and is interested in making a donation.
- the Charity and F&SDT will work with clinicians to develop appropriate gift agreements with major donors.
- clinicians must notify the fundraising team of any plans to make applications to Trusts & Foundations/Charities.

The contact number that clinicians should ring for all the above is F&SDT's Supporter Care on **020 7848 4701**.

5.4 Support to selected proactive fundraising Designated Funds

An enhanced level of support will be available to a select and mutually agreed group of designated funds. Given KHP Fundraising's limited resource for the provision of support beyond the agreed priority projects, only a small number of funds will be able to qualify for this extra level of support via an application process to the Charity's Trustees. Fund Advisors should bring any requests for additional Funds to be given this enhanced level of support to the attention of the Charity. This will then be taken to Trustees and the F&SDT for approval. In addition to the core level of support set out above, these Funds will have the following additional support:

Named Contact

- Fund Advisors will have a named contact in the Fundraising and Supporter Development team.

Engagement

- email circulation will offered through mail chimp

Digital Fundraising

- Designated Fund Advisors who have been assigned increased fundraising support will be allocated a dedicated donation page on the website

Direct marketing

- the F&SDT will need at least 2 weeks to sign off on agreed and specific literature.

Donor Data

- Fund Advisors may request to see the data held on their donors (assuming the correct Data Protection Statements have been signed)
- Data requests must be submitted 4 weeks in advance.

In return Fund Advisors will:

- provide activity plans to F&SDT
- send all draft donation literature to F&SDT for approval.
- notify F&SDT if they are holding any donor or other data

5.5. Support to the KHP fundraising priorities

Fundraising across King's College Hospital is governed by the KHP Fundraising Council, which decides on priority areas. Pro-active fundraising takes place for these priority **areas** which includes the following level of support:

Contact

- a named contact in F&SDT who will attend the Meetings when discussion is taking place about fundraising and the allocation of these funds.

Engagement

- the F&SDT will host appropriate patient/supporter cultivation and stewardship events to advance philanthropic relationships.

Digital:

- regular priority area related content will be displayed on the website.
- these priority areas will be featured on drop down tables on the donation pages

Publications

- regular priority area related content will feature in the 'supporter magazine.
- annual impact report: work will take place with fundraising and communications to produce and publish an annual report by the *Charity* using fund Advisor stories gathered through outcome reports for these areas.

Direct marketing

- themed donation literature will be provided
- priority area themed appeals will be devised and mailed to King's College Hospital prospects and donors
- clinicians will need to help approve copy from a clinical perspective.

6. Acknowledgements, communications, publicity and external reporting

King's College Hospital Charity and the KHP F&SDT can use the expenditure given as a grant from the Designated Funds in any publicity, in written form or on their websites.

The Fund Advisors should acknowledge the support of the Charity as appropriate in all publications, presentations and posters arising from grants that are made from the Designated Funds and include the Charity's logo. Advice should be sought from the Charity as to the wording that is used and how this is displayed.

Fund Advisors should contact the Charity before making any comments to the media about grants that have been given from the Designated Funds as well as having obtained the consent of the recipient organisations' (e.g. King's College Hospital NHS Foundation Trust or King's College London) and follow their employer's agreed processes for communicating with the media.

Buildings and any large items of equipment should display a plaque, which should be agreed with the Charity in advance, indicating that the funding has been received. Please notify the charity in advance of any planned launch or opening to allow time for appropriate representation.

CONTACTS AT THE CHARITY AND FUNDRAISING

Name	Address	email	Tel.
King's College Hospital Charity	Postal address for internal/external mail: King's College Hospital Charity, Denmark Hill London SE5 9RS Address for visitors only: King's College Hospital Charity On Call Building Corner of Bessemer Road SE5 9RS	kch-tr.charity@nhs.net	020 3299 4058 (fax 020 3299 3838)
Individual contacts at the Charity	Accountant	kerry.jessiman@nhs.net	020 3299 4042
	CEO	gill.edelman@nhs.net	020 3229 8157
	Payments team	kch-tr.charitypayments@nhs.net	020 3299 3619
King's Health Partners Fundraising and Supporter Development (FSD)	Virginia Woolf Building 22 Kingsway, 2 nd floor WC2B 6LE	info@supportkings.org.uk	020 7848 4701

Note the Charity's office is open Tuesday, Wednesday and Thursday at the Denmark Hill site and on Monday some staff are based at the PRUH.

KHP Fundraising are open 9am to 5pm Monday to Friday.

APPENDIX 1

REQUEST TO OPEN A DESIGNATED FUND

Please send completed form to kerry.jessiman@nhs.net for approval by the Charity's CEO

1. Proposed Fund Advisors	
Principal Fund Advisor	Secondary Fund Advisor
Name: _____	Name: _____
Dept.: _____	Dept.: _____
Post held: _____	Post held: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

2. Proposed fund name

<p>3. Purpose (please enclose any third party documentation, e.g. wills, letters)</p> <p>a. Proposed fund objectives:</p> <p>b. Do you know of any other Designated Funds with similar objectives, if so which?</p>

<p>4. Anticipated sources of income</p> <p>a. Will you replenish the fund through increased donations or fundraising?</p> <p>YES / NO (please delete)</p> <p>b. If YES, what level of funds would you seek and have you identified potential donors?</p> <p>Estimated income over the first 12 months (total only) £_____</p>
--

5. Expenditure

a. Estimated expenditure over the first 12 months (total only): £

If income is to accumulate, please state why:

b. Main categories of expenditure (please tick all that apply)

- Equipment
- Salaries
- Research (please go to box 6)
- Training, conferences
- Employee welfare
- Patient welfare/clinical service
- Hospitality
- Other

6. Research

a. Is the research project registered with the FT's Research & Development office? Y/N

b. Please give synopsis of research (continue on a separate sheet if necessary)

7. Conflicts of Interest

For both signatories, please list in line with the FT's Conflicts of Interest policy (continue on a separate sheet if necessary)

8. Declarations

I am a senior employee of (or have an honorary contract with) King's College Hospital NHS Foundation Trust. I have read the charity's Operating Instructions for Designated Funds and agree to operate this fund in accordance with those instructions

Principal Fund Advisor

_____ Date _____

Secondary Fund Advisor

_____ Date _____

9. Signature – Deputy/Director of Operations, King's College Hospital NHS Foundation Trust

Name:

Department:

Signature:

Date:

For King's College Hospital charity use only:

Fund Number: _____ Date Fund created on system: _____

CHANGE OF PRINCIPAL FUND ADVISOR

Please send completed form to kerry.jessiman@nhs.net for charity approval

Fund Name:	
Fund Number:	
Divisional Manager:	
Name of proposed new Principal Fund Advisor:	
Department:	
Position within Department	
Tel.no.	Email:

Declaration - New Principal Fund Advisor

I am a senior employee of (or have an honorary contract with) King's College Hospital NHS Foundation Trust. I have read the Charity's Operating Instructions for Designated Funds and agree to operate this fund in accordance with those instructions

Signed _____ **Date** _____

Signature – Deputy/Director of Operations, King's College Hospital NHS Foundation Trust

Name: _____ **Department:** _____

Signature: _____ **Date:** _____

For King's College Hospital Charity use only:

Charity approval	Y/N	Date:
Copy of Operating Instructions issued	Y/N	Date:
New details entered on Harlequin	Y/N	Date:
Fund database updated	Y/N	Date:

CHANGE OF SECONDARY FUND ADVISOR

Please send completed form to kerry.jessiman@nhs.net for charity approval

Fund Name:	
Fund Number:	
Principle Fund Advisor:	
Name of proposed new Secondary Fund Advisor:	
Department:	
Position within Department	
Tel.no.	Email:

Declaration - New Secondary Fund Advisor

I am a senior employee of (or have an honorary contract with) King's College Hospital NHS Foundation Trust. I have read the Charity's Operating Instructions for Designated Funds and agree to operate this fund in accordance with those instructions

Signed _____ **Date** _____

Signature – Principal Fund Advisor

Name: _____ **Department:** _____

Signature: _____ **Date:** _____

For King's College Hospital Charity use only:

Charity approval	Y/N	Date:
Copy of Operating Instructions issued	Y/N	Date:
New details entered on Harlequin	Y/N	Date:
Funds database updated	Y/N	Date:

APPENDIX 3

Procurement Order Authorisation Form

Use this form if you are ordering goods or services through SPRINTER or capital works approved by Estates. SPRINTER orders can only be created & approved by the charity on receipt of this form. Please send completed form to kerry.jessiman@nhs.net Confirmation of the approval of this order will be sent by email within 10 working days of receipt of this form.

Description of activity to be undertaken:

Please explain how this meets the charity's expenditure principles and additionality policy (sections 3.1 & 3.2 of the Operating Instructions). Please provide as much information as possible to assist the Charity in understanding how the proposed expenditure is 'above and beyond' standard NHS provision:

Value of order: £

Designated Fund Number:

Fund Name:

All maintenance costs (including the annual PFI maintenance charge for equipment to be used at the PRUH) remain the responsibility of the Foundation Trust and must be approved as part of the Hospital's usual budgeting process.

Please confirm that you have budgeted for all future maintenance costs

This order is for: Denmark Hill PRUH Orpington

Authorised by the Designated Fund Advisor:

I certify that the expenditure detailed on this form conforms to the Charity's expenditure principles and is consistent with the purpose for which the fund was set up. I have obtained all the required FT approvals. I confirm that no other sources of funds are available to fund this expenditure. I have attached the necessary documentary evidence e.g. approvals, quotations, invoices etc.

Name (BLOCK CAPITALS):

Date:

Signature:

Tel No:

For King's College Hospital Charity use only:

	Director Up to £10k	CEO Up to £50k	Whole Board Over £50k	Date
Order approved by:				
Confirmation of approval/rejection sent to Fund Advisor			Y/N	Date:

Payment Authorisation Form

Please send completed form to Charity Finance team
kch-tr.charitypayments@nhs.net Use this form to request
 payment of invoices or reimbursement of staff expenses

Description (full reason for payment):

Please explain how this meets the Charity's expenditure principles and additionality policy (Sections 3.1 & 3.2 of the Operating Instructions). Please provide as much information as possible to assist the charity in understanding how the proposed expenditure is 'above and beyond standard NHS provision':

Amount: £

Fund Name: Designated Fund Number:

Make payment to (Name of Supplier or Staff member (for reimbursement):

If payment is to be made by cheque, please send to:

Address: _____

Postcode: _____

Tel: _____ Email: _____

Authorised by the Designated Fund Advisor:

I certify that the expenditure detailed on this form conforms to the Charity's expenditure principles and is consistent with the purpose for which the fund was set up. I have obtained all the required FT approvals and confirm that no other sources of funds are available to fund this expenditure. I have attached the necessary documentary evidence e.g. approvals, quotations, invoices etc.

Name (BLOCK CAPITALS): _____

Signature: _____

Date: _____

Tel No: _____

For King's College Hospital Charity use only:

	Director Up to £10k	CEO Up to £50k	Whole Board Over £50k	Date
Approved by:				

Creditor No: _____

Cheque No: _____

APPENDIX 5

Request for Funds for Research

Money held by KCHC must be used to support high quality, appropriately approved, patient focussed research.

The Charity's Operating Instructions for Designated Funds require Fund Advisors to obtain approval from KCH NHS Foundation Trust R&D Office that the research project is registered with R&D and that it has received the necessary regulatory approvals. Please complete the table below to confirm the necessary approvals have been obtained.

To be completed by the Designated Fund Advisor

STUDY TITLE		
PRINCIPAL INVESTIGATOR		
NAME OF DESIGNATED FUND		
DESIGNATED FUND NUMBER		
DESCRIPTION OF RESEARCH <i>(please give as much information as possible and use the reverse of this form if necessary)</i>		
TOTAL COST/AMOUNT OF FUNDING REQUESTED		
POINT OF CONTACT <i>(if different from above)</i>		
CONTACT TELEPHONE NUMBER		
DOES THE STUDY HAVE A FAVOURABLE ETHICAL APPROVAL?		YES <input type="checkbox"/> NO <input type="checkbox"/>
DATE OF RESEARCH ETHICS COMMITTEE APPROVAL		
DOES THE STUDY HAVE KCH R&D APPROVAL		YES <input type="checkbox"/> NO <input type="checkbox"/>
DATE OF R&D APPROVAL		
DOES THE STUDY REQUIRE OTHER REGULATORY APPROVALS?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, NAME OF REGULATORY BODY		
DATE OF REGULATORY APPROVAL		
SPECIFIC COSTS <i>(tick all that apply)</i>	Consumables <input type="checkbox"/>	Staff <input type="checkbox"/> Other <input type="checkbox"/>
If staff, PLEASE GIVE STAFF DETAILS		
AUTHORISED BY:	Fund Advisor	Deputy/Director of Operations
NAME: (in capitals)		
SIGNATURE:		
DATE:		

For King's College Hospital Charity use only:

	Director Up to £10k	CEO Up to £50k	Whole Board Over £50k	Date
Approved by:				

(Please use this page to give any further information about this research)