**Friends of Health Care in Builth Wells and District**

**Governance – Policy paper 2**

**Finances, donations and grants**

The Committee of Friends of Health Care in Builth Wells (FHCBW) has legal duty to:

* Ensure that Grants are made in line with the objectives of FHCBW and Charity Commission guidelines and that the application process is transparent and made known.
* Ensure that any Grant is used solely for the purpose agreed.
* Ensure that the source of any monetary donations is known and trustworthy.
* Maximise the assets of FHBCW.
* Have in place a reserves policy.
* Ensure that financial records are properly maintained and audited as required.
1. Grant giving

The objectives are set out in the FHCBW constitution and are primarily to support the provision of services both statutory and voluntary, which will improve the health and wellbeing of residents who may be sick or disabled or have other incapacities. The purposes relevant for Grants to be made are also set out in the constitution and listed on the Grant Application form.

Decision on Grant applications can only be made by the Committee when it is quorate and the Committee should:

* Have in place a clear process for Grant applications which includes the criteria for decision making, a time scale and an appeals process.
* Have a reporting process that specifies how and when Grant recipients should provide evidence to FHCBW demonstrating that the Grant has been used for the purpose specified.
* Regularly review (normally annually) their priorities for Grant giving taking into account any changes in things such as local demographics or services.
1. Donations

The Committee should exercise due diligence in relation to the source of any monetary donations made to FHCBW. They should:

* Ensure they have full and verifiable details of any donor including name, UK address and telephone number
* Full details of the issuing bank for any donations made by cheque or bank transfer
1. Reserves

FHCBW has no premises or employees and therefore currently needs no major reserves should the organisation cease for any reason. The Committee should define a set amount as a minimum reserve, sufficient to honour any outstanding Grants agreed prior to the point where the organisation closes. This decision should be recorded in the minutes of the relevant Committee meeting. This reserves policy must be included in the finance report of each Annual Report of FHCBW.