



*National Fund Raising & Money Handling  
Policy*

Navy Cadet Force

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**NB** The title Navy Cadet Force has been shortened throughout this document to (NCF) purely to reduce costs of printing, by saving ink and paper, and thus be more environmentally friendly. This document is for internal use only.

#### **POLICY STATEMENT**

NCF Policies will be written in accordance with the approved format and published on the NCF website, allowing access to all staff. They will be periodically reviewed to ensure compliance with prevailing legislative and ethical requirements.

A policy is a succinct statement setting out the NCF' position or desired position in relation to a relevant and significant issue.

Policies require to be signed off by the Staff Officer Compliance of the NCF. They will be compliant with prevailing legislative and ethical requirements.

#### **APPLICATION**

Part 1 : National Fund Raising of this policy applies throughout the whole NCF with regards to national funding of the organisation.

Part 2 : Money Handling of this policy applies to all NCF officers, staff and members of Unit Management Committees and Supporters Committees.

### **1. NATIONAL FUND RAISING**

#### **1.1 INTRODUCTION**

It is essential that the NCF nationally is able to have some means of self financing so that it can, at the minimum, cover the normal running costs for the organisation.

It is inevitable that some of the funding streams may cover the same areas that unit level funding does, and so it is important that we are able to raise funds nationally. National funding will be used not just to fund running costs, but also to assist units that are in need, whenever the funds are sufficient to allow this.

To this end it is proposed to put in place a Central Fund. This will be administered by the Trustees. Due to the nature of the fund raising activities it will be of paramount importance that there is effective communication between the Trustees, the Colonel of the NCF, the XO, and the National Management Committee.

#### **1.2 EXCEPTIONS**

None

#### **1.3 TERMS OF REFERENCE**

The Central Fund is an integral part of the charitable or community group (as appropriate at the time) status held by the NCF, and is fundamental to the administration and funding of the organisation as a whole.

The fund is set up to allow the NCF to fund its own administration including insurance and incidental cost as may be sustained in the running of the organisation. The fund also allows units to bid for monies for projects which may be outside of their financial remit.

All bids should be made to the Trustees with relevant details of the project, and projected costing, and must include an up to date examination of their financial accounts.

It will be the decision of the Trustees as to the amount granted.

The fund will, when needed and there is a surplus of funds, make monies available on a loan basis for such purchases that may need short term financial assistance.

#### **1.4 Funding**

Funding of the NCF, is through direct fund raising by the NCF, or from fund raising events undertaken by other parties in compliance with the rules of fund raising as laid down in regulations and policies.

#### **1.5 Donations**

Donations cannot be accepted from donors who stand to gain political or personal gain from their gift.

#### **1.6 Membership**

All units will be required to pay a membership fee of £180 to the NCF (If this is required to be implemented). The £180 membership fee is equivalent to a monthly amount of £15. Payments will be either quarterly of £45 per quarter or in one lump sum. If the membership fee is paid in one lump sum on 01 April for the forthcoming year the amount is reduced to £150. Failure to pay will result in expulsion from the NCF.

It is preferred if units pay by standing order as this reduces the amount of administration for both the unit and the national treasurer. For new units there will be a three month "grace" period before they have to pay their membership. The membership in the first year is then based on a pro rata rate covering the number of months the unit is open within that year. (E.g. Unit is open six months = 3 x grace months and 3 x £15, so a total of £45.)

The membership payment falls due on 01 April each year.

The payment will be to the NCF.

If a unit is unable to pay the membership fee, a request must be made to the Trustees in good time, giving reasons why payment cannot be made, and requesting a postponement/non payment of fees. A decision on any request will be looked into accordingly, and brought to the Trustees for approval or rejection of the application.

The Board of Trustees retains the right to request through the chain of command, their requirement to increase/decrease the membership fee for all units as they see appropriate. After which a six-month notice of intent will be posted, before the new increase/decrease takes effect.

## 1.7 Appointment of Unit Treasurers

At the inaugural meeting of the Management Committee of any NCF Unit, a treasurer is to be appointed, who will then take on the responsibilities for all unit monies; whether from subscriptions, fund raising or donations; and to ensure that membership fees to the Central Fund are paid on time.

It will be the responsibility of the unit treasurer to set up a recognised form of accounts that are acceptable to an independent audit. All sources of income and expenditure **must** be recorded, and made available for perusal by members of the Unit Management Committee and inspecting members of the senior staff in accordance with the Inspection Policy.

At the end of the designated financial year, unit accounts must be audited by an independent auditor and presented at the Unit AGM, a copy of which will be sent to the Head of Administration. The financial year for the NCF runs from 01 April to 31 March, inclusive.

Any enquiries as to the running of unit account books or other financial needs can be addressed to the Staff Officer Administration.

## 2. MONEY HANDLING

### 2.1 INTRODUCTION

It is essential that the NCF has a clearly auditable means of handling monies at national, regional and local level. The policy in relation to national funding is covered in the National Fund raising Policy, some of which is reproduced below.

Consequently the policy of the NCF is to ensure that systems are in place to provide an audit trail of monies coming into and going out from accounts.

Advice in relation to accounts can be obtained from the Trustees.

This policy deals with:

- Appointment of Unit Treasurers;
- Monies Incoming
- Monies Outgoing

All of the procedures contained in this document are put forward as safeguards. It is too easy for an allegation, even if untrue, to be made. This then discredits the individual, the unit and the NCF.

### 2.2 APPOINTMENT OF UNIT TREASURERS

At the inaugural meeting of the Management Committee of any NCF Unit, a treasurer is to be appointed, who will then take on the responsibilities for all unit monies; whether from subscriptions, fund raising or donations; and to ensure that NCF membership fees are paid on time.

It will be the responsibility of the treasurer to set up a recognised form of accounts that are acceptable to an independent audit. All sources of income and expenditure **must** be recorded, and made available for perusal by

members of the Unit Management Committee, the Trustees, and any inspecting members of the senior staff in accordance with the Inspection Policy.

At the end of the designated financial year, unit accounts must be audited by an independent auditor and presented at the Unit AGM, a copy of which will be sent to the Staff Officer Administration. The financial year for the NCF runs from 01 April to 31 March, inclusive.

Any enquiries as to the running of unit account books or other financial needs can be addressed to the Trustees.

### **2.3 ACCOUNT**

Units should ensure that an account is opened with a bank or building society as soon as the unit is up and running. It is recommended that signatories for the account are the chair, treasurer and one other person. It is also recommended that a minimum of two people need to sign any cheques and that they do not come from the same family if it can be avoided.

### **2.4 MONIES INCOMING**

All money received should be recorded and paid into a bank/building society account as soon as possible. In the case of cadets' subs these should be bagged and handed to the Unit Treasurer at the earliest opportunity. A record of payment of subs shall be in place, and the subs collected by the unit Admin Officer, or in their absence a person appointed by the OIC.

Where possible units should encourage parents to pay subs by standing order or direct debit straight into the unit account.

All monies received other than subs should be receipted, and a copy kept by the Unit Treasurer.

### **2.5 MONIES OUTGOING**

A record needs to be kept detailing all monies going out from the account. All such monies need to be accounted for by receipts or invoices, and these should be retained by the Unit Treasurer. These receipts or invoices may be required by the person carrying out an audit of the accounts.

It is the responsibility of the Unit Management Committee to ensure that the unit remains solvent and its finances comply with NCF Regulations regarding this matter. (These are repeated below.)

- To ensure orderly management of all monies which accrue to the Unit from whatever source. An account of income and expenditure, supported by vouchers, is to be maintained at all times. Accounts are to be closed on the 31 March annually. The consolidated accounts and balance sheet is to be presented for adoption at the AGM. After adoption a copy of the account is to be forwarded to Staff Officer Administration. Dependent upon the current circumstances Annual Returns may be required by the Charity Commissioners.
- To ensure that only one Main Account is maintained for the Unit but to approve sub-accounts as it considers necessary. Sub accounts (e.g. OIC's

float, P&SA Fund etc) must be properly managed and included in the Unit's annual consolidated Main Account.

- Ensure that the Unit Account is subjected to the appropriate inspection before it is presented for adoption. NCF Units will be required to submit their accounts for independent examination.
  
- To ensure that bills are paid promptly.

### **3. POLICY OWNER**

The policy falls under the remit of the Trustees.

### **4. REVIEW DATE**

The policy will be reviewed within two years of the date of the signature of the Colonel of the NCF, unless there is a need to review it before that time.

The next review is due on April 2016.

It is important that all Staff Officers and Officers in Charge ensure that they are working to the most recent copy of the policy. Care must be taken in respect of printing off the policies to ensure that the copy held is the current version.

These can be found on the NCF' website. Should you be in any doubt about the please contact the NCFs' Staff Officer Administration.

**The Responsibility of this Policy falls to the Colonel of the Navy Cadet Force.**



**Signed:  
2023**

**Date: January**

**Print: Colonel Terry Fitzgerald**

**This Policy has been approved for distribution by the Chairman of the Navy Cadet Force.**



**Signed:  
2023**

**Date: January**

**Print: Luke Giles**