

## HASSRA Finance Bulletin – July 2014

### Key messages for clubs

#### **Organising Charity Collections**

##### *Key Messages:-*

- In all cases, charity collections should receive prior approval from the Business Unit Manager or equivalent.
- Money should be collected using a locked box. If a locked box needs to be purchased, the club should meet the cost. Under no circumstances should a charity collection box be left unattended.
- On completion of a collection, the cash should be counted and documented in the presence of an independent witness, who is not the Collector. This could be an officer of any grade, nominated by the Business Unit Manager or equivalent who is not directly involved with the collection.
- A receipt should be obtained from the charity showing the total donation. The receipt, together with an authenticated statement of the total amount collected and dispersed, should be either circulated to contributors, or displayed on a notice board.

#### **Sponsorship**

##### *Key Messages:-*

- Staff who personally support a charity or ask for sponsorships on behalf of a relative, for example their children, and would like colleagues to sponsor them for a specific event, should obtain prior approval from their Business Unit Manager or equivalent before seeking sponsorship subscriptions.
- Where a member of staff undertakes a sponsored event for charity, they should use the sponsor sheet provided by the charity organisation only.
- On completion of the collection, the money and the sponsor sheet should be given to a nominated person, who will check that the pledge amount is equal to the collection.
- There are also some internet based sponsor sites such as Just Giving where people can make sponsorship on-line and, where collections are made in this way, the total collected should be confirmed to the line manager.

*Full guidance on collections can be found in the [Staff Clubs Guide](#) (available on DWP intranet only)*

## **Setting Payment Limits**

### *Key Messages:-*

- It is the responsibility of the HASSRA Committee to set limits on the amounts of payments made by Officers and authorised members of the HASSRA Club.
- These limits should be laid down in the Club Constitution at paragraph 14 (vi). see Model Club Constitution within the Staff Club Guide
- All payments in excess of the agreed limits should be approved by the Committee.
- The limitations agreed should not prevent the Treasurer from paying for goods or services provided according to the trading terms agreed.

## **Trading on Official Premises**

### *Key Messages:-*

- Trading or advertising on official premises, whether it is for personal gain from any type of transaction or on behalf of external bodies is prohibited. This includes advertising the sale of personal property in Club newsletters, etc.
- Trading can be defined as:-
  - looking to make a personal profit from any type of transaction, or
  - canvassing for business on behalf of any types of external business.
- Trading activities are also not allowed in the form of Book Clubs.
- This instruction also applies if an office receives unsolicited correspondence or approaches from a company or sales representative asking for access to staff to promote any kind of service or goods.
- This ruling *does not* apply to those organisations that were set up for the sole benefit of civil servants or historically have had a very long association with the Department. For example: Civil Service Motoring Association, Civil Service Benevolent Fund and Benenden Healthcare Society.
- If staff are not sure what type of activities should be excluded by these instructions, they should consult their Manager/Section Head for guidance or permission.

*Further guidance on Trading on Official Premises can be found in the [Staff Clubs Guide](#) (available on DWP intranet only)*

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