

DiABETES UK
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LOCAL GROUPS FUNDRAISING AND EXPENDITURE

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1. About this policy

All local groups are self-financing and so should fundraise to support their activities. Levels of expenditure vary from group to group depending on their activities which should be in line with Diabetes UK's charitable objectives which can be found on our [website](#).

Groups are responsible for raising funds and managing their own finances, however fundraising by local groups is considered legally to be 'on behalf of' fundraising. This means that all the fundraising activity done by local groups is considered the responsibility of Diabetes UK. As such we have outlined below some key points to help you fundraise safely and legally.

If you have any questions regarding fundraising please contact your Regional Fundraiser or speak to your local volunteer manager and someone will be able to help you. If you are at all unsure about spending group funds, please contact your local volunteering team in the first instance.

2. Raising Funds

This includes direct donations, public collections including bag packs, static collections and fundraising events. When raising money, it is important that:

- When receiving a direct or online donation to the Group, all donors must receive a written (hard copy or email) receipt and thank you for their donation. A direct donation is a donation directly to a bank account or by giving cash in person and does not include bucket or tap to pay donations.
 - When carrying out public collections you must gain permission from the local authority if holding a street collection, and from the landowner for any collection on a private site including activities such as supermarket bag packs. You must obey the laws regarding the age children can be involved in street collections. You must display the charity name and number when collecting. The public should always be clear about who you are collecting for, joint collections with other charities must not be held.
 - There are complex reporting requirements and permissions needed to hold static collections. If you would like to place a collection tin locally, please contact fundraising@diabetes.org.uk to facilitate this for you.
 - When receiving In Memoriam donations from Funeral Directors, they & the Next of Kin must receive a written receipt and thank you for their donation.
 - If the Group takes possession of a legacy, you must call 0345 123 2399 and ask to speak to the Legacy Team. This must be done so that we can comply with the complex legal requirements of acknowledging, receipting and executing any restrictions of the legacy gift. If the legacy is specifically left to the named local group, funds will be returned to be spent in the way that has been intended.

- When putting on fundraising events it is important to ensure you have the correct permissions from the venue, follow **Health and Safety Guidance** and ensure the event is accessible for all. Please contact your Regional Fundraiser or fundraising@diabetes.org.uk for advice.

Groups must not take part in the following methods of fundraising:

- Public raffles or lotteries. Small raffles where tickets are sold and drawn at an event are ok. Those where tickets are sold in advance must not be held by the group. This is due to the complex laws around licensing for such activity, reporting requirements and the limits on how much can be raised through this method by one charitable institution. As Diabetes UK runs an existing monthly lottery, any similar local offerings would conflict with this.
- House to house collections must never be held.
- Trust & Grant applications. Groups may apply for small, local grants to help fund their work. However, for auditing purposes you will need to let your local Regional Fundraiser know in advance prior to applying so they can support you appropriately. No applications should be made to large or national trusts or grant making organisations as multiple applications from Diabetes UK will render them all null and void.
- Gift aid cannot be claimed by a Group due to the complex and time consuming nature of applications which would likely cost more than the gift aid being reclaimed.
- Groups must only raise money for Diabetes UK. If individual members of the group want to fundraise for other charities, then they can do so, but these activities must be clearly separate from the group's activities and not use the group's nor Diabetes UK's name or charity number.

If you need support on raising money, please get in touch with your Regional Fundraiser.

3. Making donations

Funds raised by Groups must only be spent on supporting their activities (see guidance below) or be donated back to Diabetes UK to fund our core work. Groups have the option to restrict their donation to:

- A specific research project through our 'Donate to a Discovery' scheme. Current adoptable projects can be found on our [website](#).
 - General Research
 - Your Area i.e. The North of England
 - Type 1 work

- Type 2 work
- Or you can donate to general funds which allows Diabetes UK to spend the donation where it is most needed.

4. Restrictions on expenditure

Funds raised using Diabetes UK's name and charity number legally belongs to Diabetes UK, and therefore must only be spent in line with our charitable aims and objectives. Local groups funds must **not** be used to:

- Make donations to other charities including hospitals. Income raised using Diabetes UK's name and charity number legally belongs to Diabetes UK and therefore cannot be donated elsewhere.
- Purchase equipment, medical supplies or other items related to the management of an individual's diabetes.
- Pay salaries or employing staff for Group business.
- Make payments to volunteers that are not for the reimbursement of expenses. This can be construed as employment by HMRC, resulting in taxation liabilities on the individual and on the Group. All reimbursement for expenses should be supported by a receipt.
 - Purchase of vehicles or caravans for use by the Group.
- Pay for rented office space to run Group administration, unless agreed by Diabetes UK in advance.
- Pay for retail space to run a shop, unless agreed by Diabetes UK in advance.
 - Spending of more than £500 per item on IT equipment including computers and data projectors. If you expect to spend more than this per item or intend to make multiple purchases, please speak to your local volunteering team for advice.
- Any expenditure where the benefit to the individual receiving it is greater than £350 in one year (e.g. care events, social activities).

5. Allowable expenditure

Local Groups may spend funds on the following items:

- **Diabetes UK Local Group Running Costs.** Potential costs could include:
 - Group administration: costs such as stationery, printing, stamps etc.
 - Leaflets and Event materials: i.e. banners, Diabetes UK leaflets and basic promotional materials can be purchased via our online shop.
 - Volunteer expenses: Out of pocket volunteer expenses should be paid in accordance with the Volunteer Expenses Policy.
 - Mobile phones: Groups may have a 'Pay as you go' phone which can be used to contact members and for group purposes. Groups should not take on a contract
 - Venue hire; Contact your Local Volunteering Team who may be able help you find a free meeting space.
 - Reasonable costs of light refreshments at Group meetings

- Reasonable expenses incurred by speakers attending Group meetings.

Any assets including display, marketing materials and publications should be purchased in the name of the Group and as such remains the property of Diabetes UK and not any individual. Details of these assets should be recorded in the Annual Returns form.

- **Diabetes UK Local Group Activity Costs.** We encourage all Groups to run activities which make a difference to local people living with diabetes. It is essential to ensure that any monies spent on Group activities is in line with Diabetes UK's strategy, which can be found on our [website](#), have a clear benefit to the attendees and are inclusive. Such activities include:
 - Raising awareness and public knowledge of diabetes and Diabetes UK, including Know Your Risk events.
 - Any expenditure where the benefit to the individual receiving it does not exceed £350 per person in a single year.
 - Promotion of Healthy Eating to manage diabetes
 - Promotion of Exercise to manage diabetes

If your group is running any activities itself, you must check with your local Regional Fundraiser or volunteer manager that you are covered by our insurance.

- **Larger impact events:** If the Group wishes to hold a large event such as a 'Living with Diabetes Day' or a children/family focussed event please contact your local volunteering team at least 6 months in advance of the planned event date. They will work with you to enable you to put the event in line with relevant legislation and policies to make sure the event is safe and legal.

For any further advice or information on group expenditure please contact your local volunteering team.

6. Other volunteering policies and resources

We have a set of volunteering policies and documents that may help you when volunteering with Diabetes UK. These can be found on Assemble, our website or are available from your local volunteering team.

1. Volunteering Policy
2. Keeping Safe, Legal and Healthy Policy
3. Expenses Policy
4. How we solve problems together
5. Whistleblowing Policy
6. Social Media Policy