

Restricted Funds Form

Guidance to filling this form can be found in the Branch Treasurers Guidelines Document (2021) Webvs

Please talk to your Regional Fundraiser if you are in any doubt.

Analysis of each restricted fund's income and expenditure is an important task and can be completed by using the restricted funds sheet within the cashbook. Please note, this is an area of significant scrutiny by our auditors.

Please also record any restricted funds over £100 using the restricted funds form :

Your Name	
Date	
Donation amount	£
Donor name	
Donation type (Delete as appropriate)	Legacy, Individual gift, Organised fundraising activity by supporter, organised fundraising activity by a third party (e.g. London Marathon), Trust/foundation, Benevolent society (e.g. Rotary Club)
Method of transfer (e.g. BACs/Cheque/JustGiving)	
Wording of the restriction (Specifically quoting where possible)	
Area of our work the restriction relates to (if applicable)	
Geographical area the restriction relates to (if applicable, e.g 'Norwich' or 'East Anglia')	
Donor's wishes if their donation cannot be spent in this area of work or geographical area (please ask if not provided)	
Donor's wishes if their donation cannot be spent within 12 months (please ask if not provided)	
Supporting Documentation Attached?	Yes/No
Reviewed By? (ONLY FOR GIFTS OF £1,000 AND OVER) (e.g. Regional Fundraiser or Head of Region)	