

## LOCAL GROUP TREASURER GUIDE

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PLEASE READ AND RETAIN FOR REFERENCE

### THE ROLE

The Treasurer carries out all financial administration for the group. This includes recording of income and expenditure, ensuring there is enough money for planned activism and fundraising events, and reporting on financial matters. By maintaining a healthy bank balance, Treasurers also enable groups to donate to Amnesty International UK, comprised of the Section and the Trust (see page 3). Donations from local groups make a vital contribution towards funding Amnesty International's human rights work.

■ These guidelines have been produced by our Community and Events Fundraising staff team. We want to do everything we can to support you in this role. If you have any questions, comments or suggestions, please get in touch. Email [fundraise@amnesty.org.uk](mailto:fundraise@amnesty.org.uk) or call us on 07827 694313.

### QUALITIES NEEDED

- Well organised
- Reliable
- Numerate
- Accounting or bookkeeping experience helps but is by no means necessary

### WORKS CLOSELY WITH

The Treasurer works with the officers in the group, especially the Chair and Secretary. They will also be in contact with the Supporter Communications team and the Community and Events Fundraising team in the Amnesty International UK office.

### KEY TASKS

#### 1 Maintaining the group's bank account

The Treasurer ensures that the group's income is banked securely and promptly. They keep track of income and expenditure across the year and make sure it tallies with bank statements.

It is entirely up to each group to choose their own bank based on convenience, services and charges. Many high street banks offer special accounts for voluntary groups with benefits including lower or no banking fees.

Banks may require a letter of authority from the Amnesty International UK office before they allow you to open an account using the Amnesty International name. This letter is provided on request.

**Please note** that local groups are members of the Section (not the Trust, which is a registered charity). This means we cannot provide letters confirming a local group's charitable status or a charity number for a bank account application.

There should be a list of approved signatories to the bank account, including the group's main officers. For cheques up to a certain amount (usually no more than £200 or so), it is acceptable to have just one signature. For larger amounts, two signatories should be required.

#### 2 Keeping accounting records

These records provide details of all the group's income and expenditure. The easiest way to do this is with an Excel (or similar) spreadsheet with columns for income and expenditure. Keep track of all individual costs and money that comes in. These records should tally with your bank statements and petty cash balance.

If you need help creating a spreadsheet, contact the Community and Events Fundraising team (details on page 3) who will be happy to talk through your needs and help you design a system that works for your group.

#### TIPS

- Have separate columns for your membership affiliation fee payment, contributions to the Amnesty International UK Section, donations to Amnesty International UK Trust, room hire, postage and event costs, and any other expenses your group is likely to have.
- Refer to your records before committing to any event to ensure you have the necessary funds to cover it.

### 3 Reporting on your group's finances at group meetings

A local group needs to know how much money it has to spend on campaigning and fundraising events in order to plan effectively. As the Treasurer, it is your job to make the group aware of how much money it has and what this can cover. Usually, a Treasurer will give a regular financial report at group meetings, though not necessarily every month, and deliver a more detailed end-of-year report once the group's annual accounts have been prepared.

### 4 Reporting on your group's income to Amnesty International UK

Once a year, each group is required to complete a one-page summary of its finances called a [Financial Return Form](#). This form covers the year from January to December and will be sent to you annually, around November, and must be completed by the end of February.

The Financial Return Form asks for a group's cash and bank balance at the start and end of the year, and for details of all the group's income and expenditure throughout the year. It is the most important financial document groups send to Amnesty International UK. It gives us a nationwide picture of local group fundraising and helps inform how we might support groups. It also lets us know how much money groups across the UK are holding in their bank accounts.

Amnesty International UK does not require local groups to have their accounts audited, although you are welcome to do so if you have someone willing to do this pro bono.

### 5 Affiliating to Amnesty International UK Section

Every local group pays an annual fee to the Amnesty International UK Section to formally affiliate. Affiliate fees are set by the Board of Amnesty International UK Section.

Affiliate status entitles groups to:

- vote at the Amnesty International United Kingdom Section AGM;
- use the Amnesty International UK brand logo (within certain limitations – see our [Guidelines to Visual Style](#));
- coverage under our public liability insurance (within certain limitations – please check with us to see if your event or activity is covered);
- support from the Amnesty International UK office in London for your fundraising and activism.

Your group's fee is due annually. A fee reminder will be sent to you stating the amount and date due. You will need to complete and send in an affiliation form each time you affiliate, either in physical or digital format.

This form will be sent to you with your reminder and is also available on the [local group pages](#) of the Amnesty International UK website.

### 6 Sending surplus funds to Amnesty International UK

An important part of the Treasurer's role is to decide how much money your group needs to keep to cover its own activities, and to donate any surplus to Amnesty International UK. This depends on what your group has planned, but a good rule of thumb is to keep enough to cover six months of running costs and to donate the rest to Amnesty International UK (see page 3 for details on sending donations in).

The money groups send to Amnesty International UK make a valuable contribution to funding our human rights work, such as priority campaigns, advocacy work and individual casework.

Please read the relevant sections of our [Local Group Fundraising Guidelines](#) or contact our Community and Events Fundraising team for advice on whether your contribution should be made out to Amnesty International UK Section or Amnesty International UK Charitable Trust.

## MAKING SURE YOUR FUNDRAISING IS COMPLIANT

In recent years, charities and voluntary organisations have faced increased scrutiny from the press and the government. Treasurers play a key role in ensuring that all local group events and activities that involve soliciting funds from the public comply with all relevant legislation.

Information to ensure you comply with all the rules and regulations is in our [Local Group Fundraising Guidelines](#). You can also request a hard copy of this document by contacting the Community and Events Fundraising team (details below).

## AMNESTY INTERNATIONAL UK – THE SECTION AND THE CHARITABLE TRUST

Amnesty International UK is composed of two distinct but separated legal entities.

- 1 Amnesty International United Kingdom Section (the Section);
- 2 Amnesty International UK Section Charitable Trust (the Trust).

We have this dual structure so we can benefit from charitable status, for example, by claiming Gift Aid, and carry out work that isn't considered charitable under UK law.

Local groups are affiliate members of the Section. Affiliation fees are paid to the Section and most group donations to Amnesty International UK go to the Section. However, the proceeds from some fundraising activities legally have to go immediately to the Trust in their entirety. This includes anything involving the use of the Amnesty International UK charity number. For example, most collections at train stations.



It is important for our groups to know when an event or activity is raising money for the Trust or for the Section.

More information about this, the Section and Trust distinction, full registration details of each entity and what it means for your group see the [Local Group Fundraising Guidelines](#). If you have any questions, please contact our Events Fundraising team (details right) for advice.

## SENDING MONEY TO AMNESTY INTERNATIONAL UK

You can send the funds you raised for Amnesty International UK as a cheque or by BACS. Please tell us which entity the funds are for when you send in your contribution.

It is not possible to make one BACS payment or send one cheque for contributions to both the Section and the Trust because, as separate entities, they hold separate bank accounts.

When sending donations via BACS, include the reference 'CEFR' and email the Community and Events Fundraising team at [fundraise@amnesty.org.uk](mailto:fundraise@amnesty.org.uk) to let them know you have made a payment. This helps us to identify the payment, process it correctly and send a thank you letter or receipt to your group.

The bank account details for each entity are:

### **Amnesty International UK Section Charitable Trust**

**Sort code** 30 65 41

**Account no.** 38867868

**Cheques payable to**

Amnesty International UK Charitable Trust

### **Amnesty International United Kingdom Section**

**Sort code** 30 65 41

**Account no.** 38862568

**Cheques payable to**

Amnesty International UK Section

## CONTACTING THE COMMUNITY AND EVENTS FUNDRAISING TEAM

If you have any questions relating to your role, local group fundraising and finances, or anything else in this guide, please contact our Community and Events Fundraising team.

**Phone** 07827 694313

**Email** [fundraise@amnesty.org.uk](mailto:fundraise@amnesty.org.uk)

### **USEFUL RESOURCES**

[Local Group Fundraising Guidelines](#)

[Data Protection Guidance for Groups](#)

[Other Amnesty Resources](#)

