



All Saints' Church Cottenham with Rampton Fundraising Policy



1. Purpose

The purpose of this policy is to provide a clear and accountable framework for fundraising activities undertaken by or on behalf of **All Saints' Church Cottenham with Rampton**.

The policy aims to ensure that fundraising is conducted in a manner that reflects the Christian values of integrity, stewardship, transparency, fairness, and good governance, while protecting the reputation and financial interests of the Church.

2. Scope

This policy applies to:

- All members, staff, trustees, ministers, leaders, and volunteers involved in fundraising on behalf of the Church.
- All fundraising events, campaigns, appeals, collections, sponsorships, donations, and activities organised or promoted by the Church.
- Fundraising undertaken for the Church, its ministries, missions, charitable projects, or approved external causes.

Fundraising undertaken independently by individuals and not represented as an activity of the Church is outside the scope of this policy.

3. Fundraising Principles

All fundraising carried out on behalf of the Church should:

1. Be consistent with the Church's Christian mission, values, and objectives.
2. Be conducted honestly, respectfully, and transparently.
3. Avoid misleading, exaggerated, or false claims.
4. Clearly explain the purpose for which funds are being raised.
5. Protect the dignity, privacy, and wellbeing of donors and beneficiaries.
6. Comply with all applicable laws, regulations, safeguarding requirements, and Church policies.
7. Ensure that funds are handled securely and appropriately.
8. Avoid placing undue pressure on individuals to give.
9. Ensure that fundraising does not damage the reputation of the Church.

4. Approval of Fundraising Activities

All significant fundraising activities must receive prior approval from **All Saints' PCC**.



All Saints' Church Cottenham with Rampton Fundraising Policy



A fundraising proposal should, where appropriate, include:

- The purpose and objective of the fundraising.
- The amount or target being sought.
- The proposed fundraising method or event.
- An estimated budget of income and expenditure.
- Any anticipated risks or safeguarding considerations.
- The proposed use of the funds.
- The names of those responsible for organising the activity.

No individual or group may commit the Church to financial obligations, contracts, or fundraising arrangements without appropriate authority.

5. Designated Fundraising

Where funds are raised for a specific purpose, the Church should clearly communicate that purpose to donors.

Designated funds must be used in accordance with the stated purpose, subject to applicable legal and governing requirements.

If the original purpose can no longer reasonably be fulfilled, the Church leadership or trustees will determine an appropriate course of action in accordance with the Church's governing documents and applicable law.

6. Donations

The Church welcomes voluntary donations and must not discriminate against individuals based on whether or how much they give.

Donations may be received through approved methods, including:

- Bank transfer.
- Standing order or direct debit.
- Cash collections.
- Cheques.
- Approved online giving platforms.
- Other methods authorised by the Church.

Where appropriate, donors should receive acknowledgement or a receipt for their donation.

The Church will maintain appropriate records of donations and comply with applicable tax and charitable reporting requirements.



All Saints' Church Cottenham with Rampton Fundraising Policy



7. Cash Handling

Cash received through fundraising must be handled securely.

Where practical:

- At least two authorised individuals should be involved in counting significant cash collections.
- Cash should be counted in a secure location.
- Two people should verify and record the amount collected.
- Cash should be deposited into the Church's designated bank account as soon as reasonably practicable.
- Personal bank accounts must not be used to receive or hold Church fundraising income unless expressly authorised under an appropriate procedure.
- Records should be retained showing the date, purpose, amount collected, and deposit details.

No individual should use Church fundraising money for personal expenses or purposes.

8. Fundraising Events

Fundraising events must be appropriately planned and risk assessed.

Organisers are responsible for ensuring that:

- Appropriate permissions have been obtained.
- Venue and public liability requirements are addressed where applicable.
- Safeguarding arrangements are in place where children or vulnerable adults may participate.
- Food, alcohol, games, raffles, lotteries, or other regulated activities comply with applicable requirements.
- Income and expenditure are properly recorded.
- Any money collected is transferred promptly to the Church's authorised financial arrangements.

9. External Fundraising

The Church may raise funds for external charities, missionary organisations, community projects, or other causes where the activity has been approved by the appropriate Church authority.

Before supporting an external organisation, reasonable checks should be undertaken to establish that the organisation is legitimate and that the proposed activity is consistent with the Church's values.



All Saints' Church Cottenham with Rampton

Fundraising Policy



The Church should clearly communicate whether donations are being made directly to the external organisation or are being received and subsequently transferred by the Church.

10. Online and Digital Fundraising

Online fundraising conducted on behalf of the Church must use approved platforms and accounts.

Fundraising pages, social media campaigns, websites, and digital appeals should:

- Clearly identify the Church or responsible organisation.
- Explain the purpose of the appeal.
- Provide accurate information.
- Use authorised payment arrangements.
- Protect donor information.
- Avoid publishing personal or sensitive information without appropriate consent.

Individuals must not establish online fundraising campaigns in the Church's name without prior authorisation.

11. Gift Aid and Tax

Where applicable, the Church will operate Gift Aid and other tax-related arrangements in accordance with the requirements of the relevant tax authority.

Gift Aid declarations must be obtained and retained appropriately.

Fundraising organisers must not provide donors with inaccurate information regarding tax relief, Gift Aid, or the tax treatment of donations.

12. Donor Privacy and Data Protection

The Church will respect the privacy of its donors and handle personal information responsibly.

Donor information must:

- Be collected and stored only for legitimate purposes.
- Be accessible only to authorised individuals.
- Not be disclosed to third parties without appropriate authority or consent, unless required by law.
- Be retained and disposed of in accordance with the Church's data protection procedures.



All Saints' Church Cottenham with Rampton

Fundraising Policy



Donors should not be pressured to provide personal information beyond what is reasonably necessary.

13. Restricted and Unacceptable Fundraising

The Church will not knowingly participate in fundraising that:

- Is illegal or fraudulent.
- Uses misleading or deceptive claims.
- Places unreasonable pressure on potential donors.
- Exploits children, vulnerable people, or people experiencing hardship.
- Conflicts with the Church's charitable purposes or governing documents.
- Creates an unacceptable financial, reputational, safeguarding, or legal risk.

The Church reserves the right to refuse, suspend, or discontinue any fundraising activity that does not meet these standards.

14. Financial Records and Accountability

All fundraising income and expenditure must be properly recorded in the Church's financial records.

The person responsible for a fundraising activity should provide the treasurer or designated finance officer with:

- Total funds received.
- Details of expenditure.
- Receipts and supporting documentation.
- Details of any funds transferred to another organisation.
- Any other information reasonably required for financial reporting.

Fundraising activities should be included in the Church's financial reporting and reviewed in accordance with its normal financial controls.

15. Use of Fundraising Expenses

Reasonable expenses incurred in organising an approved fundraising activity may be reimbursed in accordance with the Church's expenses procedure.

Expenses must be:

- Necessary and reasonable.
- Properly authorised.
- Supported by appropriate receipts or records.



All Saints' Church Cottenham with Rampton

Fundraising Policy



Fundraising organisers must not personally profit from an activity conducted on behalf of the Church unless this has been explicitly approved and is legally and ethically appropriate.

16. Safeguarding

All fundraising activities involving children or vulnerable adults must comply with the Church's safeguarding policy.

Fundraising must never involve inappropriate pressure, exploitation, coercion, or manipulation.

Where photographs, videos, names, or personal stories of beneficiaries are used for fundraising purposes, appropriate consent and safeguarding procedures must be followed.

17. Complaints and Concerns

Any concerns about fundraising should be reported promptly to the **PCC**.

Complaints will be handled fairly and confidentially where appropriate.

Suspected fraud, theft, financial misconduct, abuse, or serious breaches of this policy should be reported immediately to the appropriate Church authority and, where necessary, to the relevant external authorities.

18. Responsibilities

Church Leadership/Trustees

The leadership or trustees are responsible for:

- Approving significant fundraising activities.
- Ensuring appropriate financial controls are in place.
- Monitoring fundraising activities.
- Ensuring compliance with applicable requirements.

Treasurer/Finance Officer

The treasurer or finance officer is responsible for:

- Recording fundraising income and expenditure.
- Ensuring appropriate banking and financial controls.
- Maintaining financial records.
- Providing appropriate financial reports.



All Saints' Church Cottenham with Rampton Fundraising Policy



Fundraising Organisers

Fundraising organisers are responsible for:

- Obtaining the necessary approval.
- Following this policy and other relevant Church policies.
- Keeping accurate records.
- Handling funds responsibly.
- Reporting the results of fundraising activities.

Volunteers

Volunteers involved in fundraising must follow the instructions of the authorised fundraising organiser and comply with this policy.

19. Policy Review

This policy will be reviewed at least **annually**, or sooner if there are significant changes to legislation, the Church's activities, or its governing arrangements.

Any amendments must be approved by the appropriate Church authority.

20. Declaration

By undertaking fundraising on behalf of **All Saints' Church Cottenham with Rampton**, individuals agree to conduct themselves in accordance with this policy and to uphold the principles of honesty, integrity, accountability, stewardship, and Christian service.

Approved by: _____All Saints PCC_____

Date: _____22.09.26_____

Version 1: September 2026