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Each Guild, County and Country/Region is responsible for its own finances. A Treasurer is appointed to manage financial affairs, keep records and present the independently examined or audited accounts at the Annual Meeting. The Treasurer does NOT make personal decisions on spending Guild, County or Country/Region funds.

Subscriptions

- each Guild, County and Country/Region sets its own annual membership subscription according to its needs. This is collected locally at the same time as Trefoil Guild membership subscriptions
- the amount of the annual Trefoil Guild subscription is agreed each year by the Trefoil Guild Executive Committee and recommended to the Council for approval. This is payable at the time of the annual census and details of the amount payable by full, associate and affiliated members is given on the census forms
- a Leader who holds either a Leader's Unit Appointment or Commissioner's Appointment with Girlguiding UK, and who is also an associate member of the Trefoil Guild, pays her full subscription to Girlguiding UK. If she wishes to receive copies of *The Trefoil* she pays for this through the Trefoil Guild
- a Trefoil Guild member who holds an appointment with Girlguiding UK, for an appointment other than that of Unit Leader or Commissioner, pays her full subscription to The Trefoil Guild. She is listed on Girlguiding UK's census form but no Girlguiding UK subscription is necessary
- no one should be prevented from joining the Trefoil Guild through an inability to afford the subscription. It should be possible to overcome such difficulties, with help given in a manner sensitive to the recipient's feelings

Guild Funds

- funds, other than petty cash (which should be kept to a minimum) must be kept in the name of the Guild, County or Country/Region in a post office, bank or building society account
- all monies raised, be they for funds or a particular charity, must appear in the accounts
- all accounts must run from January to December
- all accounts must be independently examined annually and copies forwarded as follows:
 - Guild accounts to County Treasurer
 - County accounts to Country/Region Treasurer
 - Country/Region accounts to the Trefoil Guild Office

It is the responsibility of the appropriate Chairman to see that this is done.

Running an Account

- there must be two signatures for every withdrawal of cash
- signatories may not be related to each other or living at the same address
- it is wise to name at least three signatories, any two of whom must sign each withdrawal or cheque

Charity Status

- at national level, The Trefoil Guild is a Registered Charity
- at all other levels (including District, Division, County and Country/Region) a Guild is normally a Charity Excepted from Registration
- Guilds requiring confirmation of their charitable status for tax purposes should apply to the Trefoil Guild Office
- **The Trefoil Guild Charity number is for national use only**

Preparing a Budget

- before the start of the year, each Guild, County or Country/Region should prepare a budget to show the level of income expected and how much it is estimated needs to be spent in the coming year
- it should be prepared by reviewing the expenditure in the current year and estimating how it is likely to change in the coming year in terms of different levels of activity and increases through inflation
- each Guild, County or Country/Region should then set the membership subscription in order to cover the budgeted costs

Gift Aid

Guilds are encouraged to make full use of Gift Aid to supplement their funds. For further information and advice on using Gift Aid contact the Trefoil Guild Office at CHQ.

GOLD - Guiding Overseas Linked with Development

Annually, groups of Guides travel to other WAGGGS Membership countries to assist them in various ways. The Trefoil Guild assists those taking part in GOLD by contributing towards the cost for each participant and a percentage of the Leaders' travelling costs.

Special Funds

Trefoil Guild Bursary Fund

This fund was established in November 1998, following receipt of a legacy from Mrs K D Lee, to be used:

- towards training costs
- for attendance at gatherings and conferences
- for the direct benefit of members in connection with Trefoil Guild activities

Enquiries should be addressed to the Trefoil Guild Office at CHQ.

Carfrae Benefit Fund

The purpose of the Carfrae Benefit Fund is to assist members of the Trefoil Guild with some acute mental or physical illness, or a serious illness from which there is no prospect of full recovery, and those suffering from a terminal illness, to enable them to take part with their carers in Trefoil Guild activities.

Enquiries should be addressed to The Trefoil Guild Office at CHQ.

Trefoil Guild Holiday Fund

- the Trefoil Guild Holiday Fund exists to provide grants to Trefoil Guild members and Leaders who would benefit from a holiday, but would find it impossible without some financial help
- help may be given for Guild members and Leaders to attend residential courses, camp and Pack Holidays
- application forms and guidelines are available through County Chairmen
- applications may be made at any time, and are treated in the strictest confidence

Fellowship Day

There are three ways in which money raised on Fellowship Day may be contributed:

- to the ISGF Development Fund, administered by ISGF, to help the development of International Scouting and Guiding
- to the Trefoil Guild Fellowship Day Fund, administered by the Trefoil Guild to help guiding in an area of need abroad or in the United Kingdom, mainly, but not solely, when there has been an emergency
- to assist local or regional guiding requirements

In either of the first two options, cheques should be made payable to ‘The Trefoil Guild’ and sent to the Trefoil Guild Office at CHQ, with a covering letter stating for which fund the donation is intended. Please enclose a stamped addressed envelope if a receipt is required.

Guide Friendship Fund

All members of Girlguiding UK and the Trefoil Guild may contribute to this fund at any time. The fund supports Girl Guiding and Girl Scouting in:

- member countries of WAGGGS
- branch associations
- emerging and developing countries
- the United Kingdom

The Fund:

- accepts donations at any time
- makes two special appeals each year, in April-June and in October-January
- holds emergency funds to give help after disasters
- selects new projects every year
- monitors and reports on existing projects
- gives the entire amount of each donation to the projects, because administration costs are paid by CHQ

Cheques made payable to ‘Girlguiding UK’, should be sent to The Guide Friendship Fund at Girlguiding UK, CHQ.

Thinking Day Fund

- this fund was set up by the World Association of Girl Guides and Girl Scouts to promote and maintain Girl Guiding and Girl Scouting throughout the world. Money raised for the Thinking Day Fund should be sent direct to the Financial Services Division at Girlguiding UK, CHQ
- cheques must be made payable to 'Girlguiding UK' with a covering letter stating that the donation is intended for the Thinking Day Fund
- the envelope should be marked 'Thinking Day'

Fundraising

Local Guilds are involved in raising funds from time to time for a variety of reasons:

- to help finance a special project in the District or Division
- to contribute towards the cost of camp sites or buildings in the Country/Region or County
- to support a girl's own efforts at raising money for an overseas trip
- to help in needy cases towards the cost of uniforms or handbooks
- to support a particular charity, provided this is made clear at the time of the event
- to contribute to the Trefoil Guild Fellowship Day Fund, or the International Scout and Guide Development Fund

It is entirely justifiable to raise funds for a Guild's own expenses and enjoyment.

- gifts or donations from a Guild to an individual or another charity must not be made from general funds
- with the consent of the Guild members these gifts or donations should normally be made with money collected for that specific purpose

Depots

If a depot is run by Trefoil Guild members for a District or Division, the accounts of the Depot will form part of the District or Division accounts and not the Trefoil Guild accounts.