

Fundraising Report

Since the beginning of February 2012, there have been five problems requiring action on PayPal - two card chargebacks, and three 'unauthorised payment' claims. In all cases, we instructed PayPal to return the funds to the donor's account.

In November, we raised approximately £310,000 in one-off donations, with approximately 19,000 individual donations. There were 2728 successful direct debits this month, bringing in a total of £10767.50. Number rejected: 14 Amount: £43.14

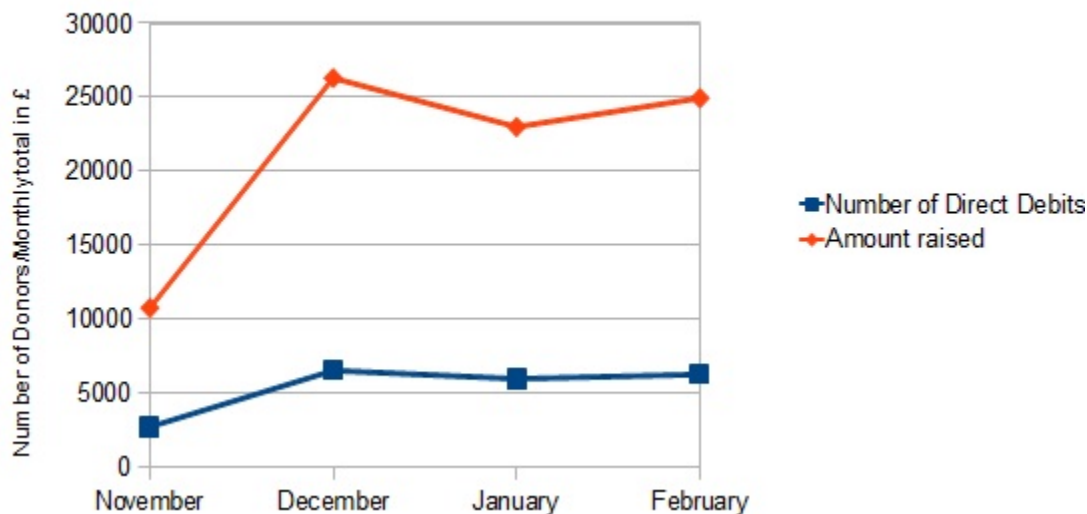
In December, we raised £277,109.09 in one-off donations, with 16,276 individual donations. The average donation amount was £17.03. 7,254 of these donors have had Gift Aid Declarations made and matched with their records. There were 6,543 successful direct debits this month, bringing in a total of £26302.87. Number rejected: 39 Amount: £147.00

In January, we raised £23,226.94 in one-off donations, with 987 individual donations. The average donation amount was £23.53. 392 of these donors have had Gift Aid Declarations made and matched with their records. There were 5,978 successful direct debits this month, bringing in a total of £23,001.62. Number rejected: 41 Amount: £138.00

In February, we raised £4,441.70 in one-off donations, with 211 individual donations. The average donation amount was £21.05. 98 of these donors have had Gift Aid Declarations made and matched with their records. There were 6,278 successful direct debits this month, bringing in a total of £24,949.74. Number rejected: 46 Amount: £159.14

March: Number submitted: 6627. Amount: £27231.37. Number rejected: 56 Amount: £204.00

Amount Raised via Direct Debit vs Number of Direct Debits



Appraisal of 2011 procedures and controls

Authorisation of expenditure

1. Last year's audit identified that point 8 and point 12 of the *2011 Budget/Controls* document suggested that a single signatory could make transactions. The auditors recommended that all cheque, BACS and other payments be authorised by a second signatory.
2. The audit also identified that there were no monitoring procedures outlined re:authorisation of expenditure controls.

Other Weaknesses

The auditors recommended the following:

1. That the charity establish a capitalization policy
2. That the charity establish a depreciation policy that will be capitalised by assessing the useful economic lives of the assets
3. That the charity maintain a register of fixed assets listing, at a minimum, date of purchase description and cost
4. That all cheques received are recorded daily on a banking sheet, and that this sheet is reconciled against the bank account on a regular basis. Cheques should also be sent off on a weekly basis.
5. That the charity perform regular bank reconciliations.
6. That the charity record invoices on a regular basis, and perform bank reconciliations to identify discrepancies
7. That the charity correctly record details of grants and restricted donations, and ensure that agreements are received and filed accordingly.
8. That monthly transaction reports are compiled on PayPal, and that donations and non-donations via PayPal are recorded correctly.
9. That substantial/major donors are recorded.
10. That accounts are reviewed against budgeted expectations by the Board on a quarterly basis.
11. That donations in kind are recorded, along with any supporting documentation.

Resolving problems with 2011 procedures and controls

Authorisation of expenditure

1. To resolve this issue, we have set up a new bank account with Unity Trust. This account allows multiple signatories on all transactions, and will be fully accessible by the Chair, Secretary and Treasurer, with read-only access for the Office Manager.
2. To resolve this, the Office Manager will report to the trustees and Chief Executive on budgeted income and expenditure, by individual budget. He will also investigate any unexpected or unusual variances. Finally, the Office Manager will also perform monthly bank reconciliations to identify unexpected or unexplained expenditure.

Other Weaknesses

The auditors recommended the following:

1. That the charity establish a capitalization policy
2. That the charity establish a depreciation policy that will be capitalised by assessing the useful economic lives of the assets
3. The charity now maintains a fixed assets register which exceeds the recommendations of the auditors.
4. All cheques are now recorded on CiviCRM as soon as they are received, and this is reconciled against the bank account on a regular basis. Cheques are sent off on a daily basis. This exceeds the recommendations of the auditors.
5. The charity performs monthly bank reconciliations, however, this is complicated by the fact that accounting is currently shared between the Office Manager, Treasurer and Chief Executive. Once the Unity Trust account is set up, this will meet the recommendations of the auditors.
6. We record invoices on Sage as they are received. The charity performs monthly bank reconciliations, however, this is complicated by the fact that accounting is currently shared between the Office Manager, Treasurer and Chief Executive. Once the Unity Trust account is set up, this will meet the recommendations of the auditors.
7. The charity has not received any grants or restricted donations this year. We do, however, have the ability to record them and to monitor compliance. We will also file That the charity correctly record details of grants and restricted donations, and ensure that agreements are received and filed accordingly.
8. Monthly transaction reports are compiled from PayPal, and donations and non-donations via PayPal are recorded correctly on the CiviCRM database. In any event, all PayPal donations are transferred over to CiviCRM every few days.
9. CiviCRM now records substantial/major donors.
10. The Board will need to agree to review their budgets on a quarterly basis.
11. There is not yet a well-defined and interconnected system for donations in kind to be recorded, along with any supporting documentation. However, the office do record donations in kind on a spreadsheet, and will, in future, adapt CiviCRM to record donations in kind directly.

Monmouth Budget

There is no defined Monmouth or 'Wales' budget - instead, funds are taken from various GLAM-related budgets. We need to define which budget Monmouthpedia payments will come from, and which person or people will have control over said budget.

We expect the budget will need to be about £15,000. At present, there are several possible budgets which this can come from. They are outlined below, along with the money currently unspent in each budget.

Outreach Budget?	£7,808.24
GLAM Scotland?	£21,000.00
Mass upload?	EUR 80,000.00
Wikimedian in Residence?	£15,000.00
Extended Reach?	£10,000.00
Train the Trainers?	£20,000.00
Contingency?	£11,464.00