



Guidelines for working with IAHV in UK

Formalities

The International Association for Human Values is a UK Registered Charity no. 1103261.

It was first registered in April 2004 as a charitable trust managed by Trustees through a committee. The trustees are Sue Hindle, Gordon Herral, Jenny Pruess, Radhe Chellaram, and Madhu Rao. Its activities have to comply with the laws governing registered charities and annual returns have to be made to The Charities Commission.

Annual reports have to comply with the requirements of the Charity Commission and Inland Revenue. We therefore have to ask our helpers and volunteers to follow simple procedures to assist us in complying with our legal obligations.

Donations

These should be made payable to IAHV (the abbreviation is permitted).

Either:

1) Send cheques to The IAHV Treasurer, 35 Studley Court, Virginia Quay, 4 Jamestown Way, London E14 2DA.

[If you are a private individual and a UK taxpayer also please enclose a completed **Gift Aid form**. If you are a corporate donor please provide the contact details for a receipt to be sent for the tax relief.]

Or

2) Make a payment directly to the bank, either as an individual donation or as a standing order.

Bank details:

National Westminster Bank
Northwood branch
Sort code: 60 15 30
Account name: International Association for Human Values
Account number: 67515568

If you do this please also:

1. Make sure your name is on the paying-in slip so we can see where it has come from on the bank statement.
2. If the money is for a particular purpose e.g. Kashmir orphanage, also put that on the paying-in slip.
3. If you are a **private individual and a UK taxpayer** also please post a completed Gift Aid form. If you are a **corporate donor** provide the contact details for a receipt to be sent for the tax relief.

Forms should be sent to:

The IAHV Treasurer
35 Studley Court
Virginia Quay
4 Jamestown Way
London E14 2DA

It may seem obvious but all donations to receive UK tax benefits must be paid through the

Charities UK bank account. Donations sent to any other IAHV account abroad will not qualify for Tax relief or feature in our formal accounts and reports.

Projects and applications on behalf of IAHV

IAHV is here to support and encourage suitable charitable projects.

Should you wish to carry out an activity in the name of IAHV and/or derive the benefits of the charitable status (e.g. to hire a venue for a suitable event or place a suitable advertisement) you must follow a few simple guidelines.

1. You must obtain the agreement of the Trustees/committee. To do this you must send Sue Hindle (sue.hindle@iahv.org.uk) an email or letter explaining:
 - a. Who requires the authority (name, group or suchlike)
 - b. What event /activity/ concession is planned
 - c. The date of the event/concession/project.
 - d. How much money is likely to be involved and confirmation that you will fund the costs incurred through the project, unless you are applying for IAHV sponsorship.
 - e. Anything else that might be relevant.
2. If the project is preliminarily acknowledged as a viable IAHV project you will be sent a project proposal form to complete and return. Where the project requires sponsorship monies or is of a substantial nature with liabilities the project proposal requires a financial plan, resource plan and implementation programme. Where contracts have to be entered into, a copy of the contract terms has to be included.

PLEASE BE AWARE THAT THESE REQUIREMENTS ARE NECESSARY.

AUTHORITIES DO REGULARLY CHECK UP ON PEOPLE USING THE CHARITY NUMBER. IT CAN BE EMBARRASING AND AWKWARD IF WE ARE NOT AWARE OF THE TRANSACTION AND IT HAS NOT BEEN AUTHORISED.

ALSO YOU HAVE NO AUTHORITY TO ACT ON BEHALF OF IAHV UNTIL YOU HAVE PERMISSION OF THE TRUSTEES.