Funding Principles for L.C.B.E.I. Fundraising

Core Principles

Respect: L.C.B.E.I. will respect the rights, dignity and privacy of its supporters, clients and beneficiaries. It will not put undue pressure on anyone to make a gift. Anyone who wishes to cease giving a gift their decision will be respected.

Honesty: L.C.B.E.I. will act in an honest manner and will be truthful in all its dealings. It will answer honesty all reasonable questions about fundraising activities and costs, in a reasonable time frame.

Openness: L.C.B.E.I. will make information about its purpose and activities freely available. The charity will ensure that all complaints will be presented in writing at Board meetings or a special complaints subcommittee meeting reporting to the Board of Directors.

Commitment to Donors

Donors: Donors are assured that their gifts will be used for the purpose for which they were given. Donors will be informed about how their donations is being used. Donors have the right to have their names deleted from mailing lists or databases if required.

Use of donations:

Activities will be accurately described and any donation received will be used solely for the L.C.B.E.I. mission as outlined

Disclosure: The status and authority of those seeking donations on behalf of L.C.B.E.I. will be clearly indicated; employees, volunteers, third party agents.

Reporting Donations in Reports

The Company is compliant with the Company's Office and Charities Regulatory Authority and records details of all gifts in Company's annual accounts. Where anonymity is requested details of the gift only will be recorded.

Financial Controls

The company Board of Directors appoints external auditors annually who review internal financial control procedures. Annual reports and statements of account are sent to donor organisation for review and are available to the public. Annual reports clearly indicate the number of staff and volunteers. The number and types of activities undertaken.

Annual Report

The annual report will outline

A. Where the Company is at
B. Provide a summary of the previous year's activities
    1) Income & expenditure
    2) Number of employees/volunteers
    3) Number and type of activities undertaken
    4) Identify salaries, rents, expenditures
    5) Net income from events
    6) Where money was allocated
    7) Any conflict of interest

Human Resources

Human resources policies of L.C.B.E.I. conform to national labour law and data protection policies within the state.

Equality

The charity adheres to equality legislation and does not tolerate discrimination.

Complaints

L.C.B.E.I. does not accept anonymous complaints as valid

Complainants may make an appointment and call to the office during office hours within the school year. Complaints will be written up and duly reported to the Managing Director and at the next board meeting or to a subcommittee of the board duly convened to review complaints if deemed necessary.

Complaints received in writing through the post to the L.C.B.E.I. office will be treated in the same manner.

Complaints in relation to child protection should be addressed to the child protection officer of the company and will be duly directed to the said officer.