

GUIDELINES FOR REPORTING CHARITABLE DONATIONS

Donations to the College from alumni, individuals and charitable trusts are often sent directly to academic departments. It is important that these gifts are handled in as uniform a manner as possible. When departments receive donations, they should contact Lynne Rouse in the Finance Department by email at l.rouse@rhul.ac.uk or by telephone on x3840. She is happy to advise staff members as to how gifts should be processed.

It is also very important that you notify the Development Office, so the donation can be recorded in its database. As the Development Office conducts Annual Fund appeals to alumni and friends of the College, and also manages other fundraising approaches, it is important that the Development Office is informed of any gifts received directly by departments. Your Departmental Administrator will have a set of forms for this purpose "*Notification of Charitable Gifts to a Department*". This will help to ensure that alumni and friends who are donors are only approached for additional gifts as appropriate and the Development Office can work with you to steward donor relationships systematically.

Additionally, the Development Office publishes a record of gifts called the *Roll of Donors*, which lists donors to the College. While in the past it has largely listed Annual Fund donors, we are working to make it as inclusive as possible. This will ensure that the publication reflects the broad range of support the College receives each financial year.

Should you have any questions about the services that the Development Office provides, please contact Beryl Rowland by email at beryl.rowland@rhul.ac.uk or by telephone on x 4478. The Development Office has a wide range of information on tax effective giving and can work with you to ensure that donations are properly managed.

Kristen Gallagher
Head of Alumni Relations
& Development

August 2005