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## **POLICE PROPERTY ACT FUND STANDARD OPERATING PROCEDURE (SOP)**

<b>STANDARD OPERATING PROCEDURE</b>			
<b>REFERENCE</b>	SOP/209/10		
<b>PROTECTIVE MARKING</b>	NOT PROTECTIVELY MARKED		
<b>PORTFOLIO</b>	Finance and Corporate Services		
<b>OWNER</b>	Head of Finance and Corporate Services		
<b>START DATE</b>	1 April 2010		
<b>REVIEW DATE</b>	1 April 2013		
<b>THIS POLICY REPLACES:</b>	N/A		
<b>VERSION</b>	<b>DATE</b>	<b>REASON FOR AMENDMENT</b>	<b>AMENDED BY</b>
3.0	29 March 2010	Result of consultation	Janet Dowding



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## **POLICE PROPERTY ACT FUND STANDARD OPERATING PROCEDURE (SOP)**

### **1 INTRODUCTION**

- 1.1 This procedure effects and is subject to the conditions of the Police Property Act Fund Policy/209/10. This procedure applies to England, Wales and Scotland. This procedure applies to any application for funding made to Police Property Act Fund.
  
- 1.2 BTP's Police Property Act Fund (known as the Fund hereafter) has been set up in accordance with the Police (Property) Act 1897. The money in the Fund may be used to defray certain expenses, to pay compensation and to make payments for charitable purposes. A principle of the Police (Property) Act Fund is that the main beneficiaries of the Police Property Act fund should be charitable projects. (Note: BTP is still bound by the provisions of the 1897 Act as it was not included in the updating legislation which removed the requirement for donations to be charitable.)

### **2. KNOWLEDGE**

#### **2.1 Responsibilities**

- 2.1.1 Ownership of the Fund rests with the BTPA which maintains a separate bank account for the purposes of administering the Fund.
  
- 2.1.2 A Property Fund Group will be set up to oversee the administration of the fund and to approve or reject applications, based on guidance within this Standard Operating Procedure. The Group will be made up of ACC (Crime), Director of Finance and Corporate Services and Head of Finance
  
- 2.1.3 The Group will meet as often as required but at least twice a year. Notification of meetings will be placed on the Force's Intranet site giving a deadline for applications along with an application form and the criteria for applications. These details will also be provided to Department Heads and Area Commanders. The Group will be advised by the Head of Finance of the total amount of funds available for donations before each meeting.



There is no obligation on the Group to approve grants to the full amount available for donations and each application will be taken on its merits.

- 2.1.4 The Finance Department will provide administrative support to the Group. This will include organising and note taking of meetings, notifying applicants of the Group's decisions, and processing and recording all payments agreed by the Group.

### **3 PROCEDURES**

#### **3.1 Application**

- 3.1.1 Applications must be made using the application form available on the intranet site (or by contacting the Head of Finance) and submitted to the Head of Finance along with a signed statement from an appropriate representative of the applicant detailing how the money will be used. Applicants must also provide a copy of its most recent annual report and accounts. Any applications received after the deadline for receipt of applications may be considered at the following meeting of the Group.

Application forms and instructions on how to apply can be obtained from the [Force intranet](#)

#### **3.2 Criteria**

- 3.2.1 Preference will be given to charitable or not for profit organisations associated with policing and/or the railway industry, based within the UK.
- 3.2.2 While Political Groups, Trade Unions or Faith-based Groups will be eligible to apply for funding, they will need to demonstrate that the beneficiaries of any grant are not restricted to members of those groups alone.
- 3.2.3 BTP will not provide funds for services or goods where grants have been provided or committed by government, local authorities or other funding sources.



- 3.2.4 Whilst past recipients of funding should not assume continuous renewal of funding, applications may be made on an annual basis.
- 3.2.5 Money awarded will usually be directed towards people-based projects rather than general requests for donations. Grants must be used for the purpose for which the application was made and only in exceptional circumstances should grants be used for on going expenditure such as salaries.
- 3.2.6 There will be no maximum or minimum grant that the Property Fund Group can disburse, although the Group must always take into account the balance of the Fund available for distribution.
- 3.2.7 Payments will in all cases only be paid directly to the charitable organisation /group that made the application, not specific individuals who may be requesting the money on behalf of the charitable cause.
- 3.2.8 Any member of BTPA, police officer or police staff with an interest in the organisation or project concerned must declare that interest to the Group and will take no part in the decision-making process.

### **3.3 Disbursements of funds**

- 3.3.1 All requests for funding should be sent to the Head of Finance.
- 3.3.2 All applications received by the stated deadline will be reviewed by the Group who have the power to approve or reject an application after taking into account whether the application meets the criteria set out in 3.2 above and the funds available for disbursement.
- 3.3.3 Once a decision is made, the Head of Finance will be responsible for contacting successful and unsuccessful applications and making payments.



3.3.4 Payments will be made from the Property Fund account in the most appropriate way and a schedule of payments made following each meeting of the Group will be signed off by a member of the Group.

### **3.4 Record Keeping and Reporting**

3.4.1 Appropriate records will be kept of all successful and unsuccessful applications.

3.4.2 The Head of Finance is responsible for ensuring the bank account is periodically reconciled to make sure that all payments made are cleared and all receipts relating to the account are correctly paid in.

3.4.3 The Head of Finance is also responsible for ensuring that a formal statement of account is prepared annually and any other statutory requirements are met.

## **4 MONITORING AND COMPLIANCE**

4.1 Application Forms can be obtained from the Force intranet (***address required***)

4.2 The Group will report donations approved to the Strategic Command Team following each meeting of the Group.

4.3 All applications are subject to scrutiny and where appropriate, charity registration numbers or other regulatory information should be quoted.

4.4 The BTP internet will show projects that Police Property Act Fund is used to support.

## **5 APPENDICES/ASSOCIATED DOCUMENTS**

5.1 Appendix A - Police Property Act Fund Application form



**5.1 British Transport Police Property Act Fund- Application Form**

1. Name and address of Group/Organisation- including the Charity Commission registration number or other regulatory information where applicable.	
2. Brief Description of Group/ Organisation, including its objectives.	
3. State the amount you are requesting as a grant from the BTP Police Property Act Fund.	
4. Description of how the money will be used and how it complies with the eligibility criteria applying to the Fund.	

Name:.....

Signature:.....

Position in the Organisation: .....

Date:.....



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Please also provide a copy of the most recent Annual Report and Statement of Accounts for the organisation.

Please also note that successful applicants will need to provide a brief report on how grants given have been used.

BTP reserves the right to publish details of any grants given.