

Parkinson's UK local group directory

March 2023

Introduction and contents

The local group directory is for volunteers that run activities for Parkinson's UK - particularly through our local groups - it incorporates the previous local group directory and finance guide.

When you see the term local group in this directory, it means Branches, Support Groups and Activity Groups.

The [Operating Framework](#), revised by the Trustees and effective from January 2022, explains what is required of local groups, and it's essential that all lead volunteers read this. This directory then covers the policies and procedures that underpin the Rules that are required to make sure Parkinson's UK meets our charity objectives and legal requirements.

It explains how to run local groups and activities and who to contact for support or more information, helping you give the best possible support to people living with Parkinson's in your community.

The section about [volunteers](#) will tell you more about the different roles involved in running our activities and will highlight any sections that are important to your particular roles.

At the end of each section, there will be links to other relevant sections that will help you to use the information in it as best approach.

The local group directory on Assemble will always be the current version and we'll let you know when we've made changes. There will also be version control at the bottom of each page, so you'll know when it was last updated - we'll aim to review each section annually.

What's included? (A-Z)

[Activities](#)

[Activity groups](#)

[Activity host](#)

[Activity leader](#)

[AGMs](#)

[Annual financial returns](#)

[\(AFRs\)](#)

[AFRs for sub groups](#)

[Group coordinator](#)

[Guidance for signatories](#)

[Having an online presence](#)

[Health and safety](#)

[Holding funds at UK office](#)

[In memoriam donations](#)

[Independent examination](#)

[Insurance](#)

[Our brand and tone of voice](#)

[Parkinson's cafes](#)

[Parkinson's Create](#)

[Paying for things](#)

[Paying volunteer expenses](#)

[Payments requiring approval](#)

[Petty cash](#)

[Promoting your local group](#)

Annual reviews and planning	Group changes	and activities
Bank accounts	Interest	Purchases and equipment
Bank reconciliation	Internal control	Raffles
Branch chair	Invoices	Related party transactions
Branch committee volunteer	Keeping a cashbook	Reporting
Branch membership secretary	Large donations and legacies	Reporting incidents
Branch secretary	Lead volunteer meetings	Research
Branch volunteers and support group helpers	Legal status	Reserves and transfers
Branches	Local contracts	Restricted funds
Budgets	Local finance volunteers	Retaining documents
Cash	Local financial assistance	Safeguarding
Cash pooling	Local group membership data	Signatories
Cashbook categories	Local groups at Parkinson's UK	Succession planning
Charging for local group activities	Logos	Support groups
Closing accounts	Major gifts	Team Parkinson's membership
Collections	Making payments by cheque	Third party providers
Communicating with your local group	Media consent	Trading
Cybersecurity	Money coming in	Training
Data protection	Moving funds between your group and UK office	UK GDPR
Decision making	Moving on from your role	Use of funds
Events	Newsletters	Venues
Fundraising	Online banking	Volunteers
Gift Aid	Online lookup	Working together to achieve
Gifts and hospitality	Ordering resources	
Gifted items		

What's included? (by theme)

Communications

[Communicating with your local group](#)

[Data protection](#)

[Local group membership data](#)

[Payments requiring approval](#)

[Petty cash](#)

[Purchases and equipment](#)

[Raffles](#)

[Related party transactions](#)

Promoting your group

[Having an online presence](#)

[Logos](#)

[Media consent](#)

[Online lookup](#)

[Newsletters](#)

[Team Parkinson's membership](#)

[UK GDPR](#)

Finance

[Annual financial returns \(AFRs\)](#)

[AFRs for sub groups](#)

[Bank accounts](#)

[Bank reconciliation](#)

[Budgets](#)

[Cash](#)

[Cash pooling](#)

[Cashbook categories](#)

[Charging for local group activities](#)

[Closing accounts](#)

[Collections](#)

[Fundraising](#)

[Gift Aid](#)

[Guidance for signatories](#)

[Holding funds at UK office](#)

[In memoriam donations](#)

[Independent examination](#)

[Interest](#)

[Internal control](#)

[Invoices](#)

[Keeping a cashbook](#)

[Large donations and legacies](#)

[Major gifts](#)

[Making payments by cheque](#)

[Money coming in](#)

[Moving funds between your group and UK office](#)

[Online banking](#)

[Paying for things](#)

[Reserves and transfers](#)

[Restricted funds](#)

[Signatories](#)

[Use of funds](#)

Fundraising

[Collections](#)

[Events](#)

[Fundraising](#)

[Gift Aid](#)

[Major gifts](#)

[Raffles](#)

Local groups

[Activity groups](#)

[Branches](#)

[Group changes](#)

[Lead volunteer meetings](#)

[Local groups at Parkinson's UK](#)

[Support groups](#)

Other

[Cybersecurity](#)

[Decision making](#)

[Gifts and hospitality](#)

[Gifted items](#)

[Insurance](#)

[Legal status](#)

[Local financial assistance](#)

[Reporting](#)

[Research](#)

[Retaining documents](#)

[Safeguarding](#)

[Third party providers](#)

[Trading](#)

[Working together to achieve](#)

[Parkinson's Create](#)

[Ordering resources](#)

[Our brand and tone of voice](#)

[Promoting your local group and activities](#)

Running an activity

[Activities](#)

[Health and safety](#)

[Local contracts](#)

[Parkinson's cafes](#)

[Reporting incidents](#)

[Venues](#)

The local group year

[AGMs](#)

[Annual reviews and planning](#)

Volunteers

[Activity host](#)

[Activity leader](#)

[Branch chair](#)

[Branch committee volunteer](#)

[Branch membership secretary](#)

[Branch secretary](#)

[Branch volunteers and support group helpers](#)

[Group coordinator](#)

[Local finance volunteers](#)

[Moving on from your role](#)

[Succession planning](#)

[Training](#)

[Volunteers](#)

[Paying volunteer expenses](#)