

**PARKINSON'S<sup>UK</sup>**  
**CHANGE ATTITUDES.**  
**FIND A CURE.**  
**JOIN US.**

# Parkinson's UK local group directory

February 2024

## 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)

<a href="#">Activities</a>	<a href="#">Group changes</a>	<a href="#">Our brand and tone of voice</a>
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<a href="#">AGMs</a>	<a href="#">Health and safety</a>	<a href="#">Paying for things</a>
<a href="#">Annual financial returns (AFRs)</a>	<a href="#">Holding funds at UK office</a>	<a href="#">Paying volunteer expenses</a>
<a href="#">AFRs for sub groups</a>	<a href="#">In memoriam donations</a>	<a href="#">Payments requiring approval</a>
<a href="#">Annual reviews and planning</a>	<a href="#">Independent examination</a>	<a href="#">Petty cash</a>

<a href="#">Bank accounts</a>	<a href="#">Insurance</a>	<a href="#">Planning and budgeting</a>
<a href="#">Bank reconciliation</a>	<a href="#">Interest</a>	<a href="#">Promoting your local group</a>
<a href="#">Branch chair</a>	<a href="#">Internal control</a>	<a href="#">and activities</a>
<a href="#">Branch committee volunteer</a>	<a href="#">Invoices</a>	<a href="#">Purchases and equipment</a>
<a href="#">Branch membership secretary</a>	<a href="#">Keeping a cashbook</a>	<a href="#">Raffles</a>
<a href="#">Branch secretary</a>	<a href="#">Keeping in touch</a>	<a href="#">Related party transactions</a>
<a href="#">Branch volunteers and support</a>	<a href="#">Keeping people safe at</a>	<a href="#">Reporting</a>
<a href="#">group helpers</a>	<a href="#">activities</a>	<a href="#">Reporting incidents</a>
<a href="#">Branches</a>	<a href="#">Large donations and legacies</a>	<a href="#">Research</a>
<a href="#">Building your team - a</a>	<a href="#">Lead volunteer meetings</a>	<a href="#">Reserves and transfers</a>
<a href="#">volunteers guide to recruitment</a>	<a href="#">Legal status</a>	<a href="#">Restricted funds</a>
<a href="#">Cash</a>	<a href="#">Local finance volunteers</a>	<a href="#">Retaining documents</a>
<a href="#">Cash pooling</a>	<a href="#">Local financial assistance</a>	<a href="#">Signatories</a>
<a href="#">Cashbook categories</a>	<a href="#">Local group membership</a>	<a href="#">Succession planning</a>
<a href="#">Charging for local group</a>	<a href="#">data</a>	<a href="#">Support groups</a>
<a href="#">activities</a>	<a href="#">Local groups at Parkinson's</a>	<a href="#">Third party providers</a>
<a href="#">Closing accounts</a>	<a href="#">UK</a>	<a href="#">Trading</a>
<a href="#">Collections</a>	<a href="#">Logos</a>	<a href="#">Training</a>
<a href="#">Communicating with your local</a>	<a href="#">Local service agreements</a>	<a href="#">UK GDPR</a>
<a href="#">group</a>	<a href="#">Major gifts</a>	<a href="#">Use of funds</a>
<a href="#">Contactless card devices</a>	<a href="#">Making payments by cheque</a>	<a href="#">Venues</a>
<a href="#">Cybersecurity</a>	<a href="#">Media consent</a>	<a href="#">Volunteers</a>
<a href="#">Data protection</a>	<a href="#">Money coming in</a>	<a href="#">Working together to achieve</a>
<a href="#">Decision making</a>	<a href="#">Moving funds between your</a>	
<a href="#">Events</a>	<a href="#">group and UK office</a>	
<a href="#">Fundraising</a>	<a href="#">Moving on from your role</a>	
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<a href="#">Gifted items</a>	<a href="#">Online lookup</a>	
<a href="#">Gifts and hospitality</a>	<a href="#">Ordering resources</a>	

## What's included? (by theme)

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<a href="#">Communicating with your local group</a>	<a href="#">Petty cash</a>	<a href="#">Having an online presence</a>
<a href="#">Data protection</a>	<a href="#">Purchases and equipment</a>	<a href="#">Logos</a>
<a href="#">Local group membership data</a>	<a href="#">Raffles</a>	<a href="#">Media consent</a>
<a href="#">Newsletters</a>	<a href="#">Related party transactions</a>	<a href="#">Online lookup</a>
<a href="#">Team Parkinson's membership</a>	<a href="#">Reserves and transfers</a>	<a href="#">Parkinson's Create</a>
<a href="#">UK GDPR</a>	<a href="#">Restricted funds</a>	<a href="#">Ordering resources</a>
 <b>Finance</b>	<a href="#">Signatories</a>	<a href="#">Our brand and tone of voice</a>
<a href="#">Annual financial returns (AFRs)</a>	<a href="#">Use of funds</a>	<a href="#">Promoting your local group and activities</a>
<a href="#">AFRs for sub groups</a>	 <b>Fundraising</b>	 <b>Running an activity</b>
<a href="#">Bank accounts</a>	<a href="#">Collections</a>	<a href="#">Activities</a>
<a href="#">Bank reconciliation</a>	<a href="#">Events</a>	<a href="#">Health and safety</a>
<a href="#">Budgets</a>	<a href="#">Fundraising</a>	<a href="#">Insurance</a>
<a href="#">Cash</a>	<a href="#">Gift Aid</a>	<a href="#">Local contracts</a>
<a href="#">Cash pooling</a>	<a href="#">Major gifts</a>	<a href="#">Parkinson's cafes</a>
<a href="#">Cashbook categories</a>	<a href="#">Raffles</a>	<a href="#">Reporting incidents</a>
<a href="#">Charging for local group activities</a>	 <b>Local groups</b>	<a href="#">Venues</a>
<a href="#">Closing accounts</a>	<a href="#">Activity groups</a>	 <b>The local group year</b>
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<a href="#">Fundraising</a>	<a href="#">Group changes</a>	<a href="#">Annual reviews and planning</a>
<a href="#">Funds for specific purposes</a>	<a href="#">Keeping people safe at activities</a>	 <b>Volunteers</b>
<a href="#">Gift Aid</a>	<a href="#">Lead volunteer meetings</a>	<a href="#">Activity host</a>
<a href="#">Guidance for signatories</a>	<a href="#">Local groups at Parkinson's UK</a>	<a href="#">Activity leader</a>
<a href="#">Holding funds at UK office</a>	<a href="#">Support groups</a>	<a href="#">Branch chair</a>
<a href="#">In memoriam donations</a>	 <b>Other</b>	<a href="#">Branch committee volunteer</a>
<a href="#">Independent examination</a>	<a href="#">Cybersecurity</a>	<a href="#">Branch membership secretary</a>
<a href="#">Interest</a>	<a href="#">Decision making</a>	<a href="#">Branch secretary</a>
<a href="#">Internal control</a>	<a href="#">Gifts and hospitality</a>	<a href="#">Branch volunteers and support</a>

<a href="#">Invoices</a>	<a href="#">Gifted items</a>	<a href="#">group helpers</a>
<a href="#">Keeping a cashbook</a>	<a href="#">Insurance</a>	<a href="#">Building your team - a volunteers guide to recruitment</a>
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<a href="#">Moving funds between your group and UK office</a>	<a href="#">Retaining documents</a>	<a href="#">Training</a>
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