## Club Treasurers Recording of Charitable Fundraising

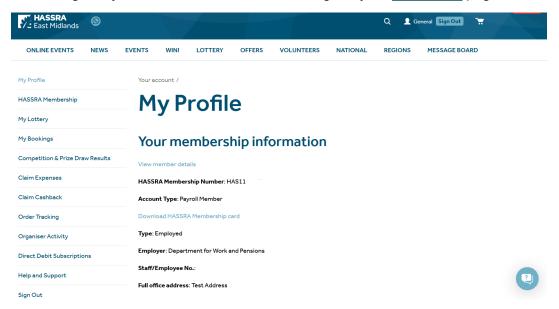
There is a new function allowing HASSRA Treasurers and their deputies to record all local club charitable fundraising throughout the year on HASSRA Live.

This is a simple process that you, as treasurer, can undertake alongside your usual regular club accounting, which should ideally be done monthly.

Below is a handy desk aid which shows you how to record these charitable amounts.

**IMPORTANT:** For 2024's totals we kindly request that you only complete the <u>December</u> field with the <u>total annual amount</u> your club has raised throughout 2024. This is for your convenience to avoid a year of retrospective completion. We ask that you start to complete each month's fundraising from <u>January 2025</u> onwards.

Please log into your HASSRA Live account and go to your My Profile page

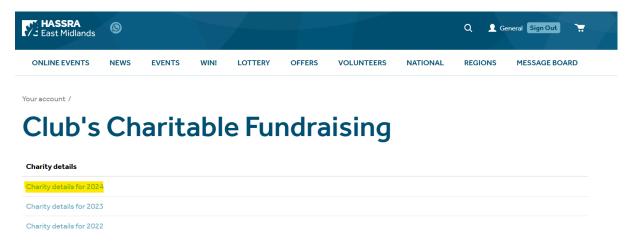


Scroll down to Volunteering where you can click on Club's Charitable Fundraising.

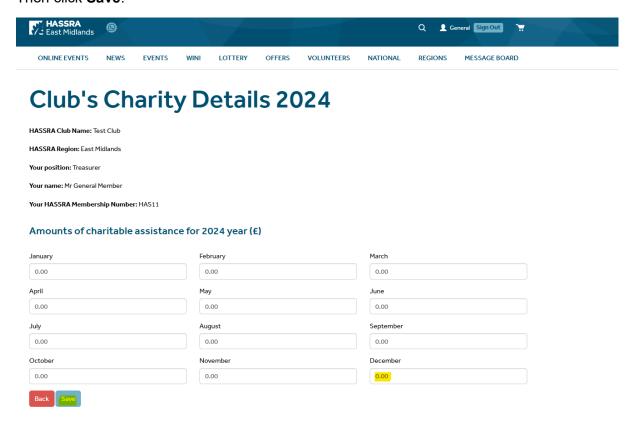
## Volunteering



Click on Charity details for 2024 (Please ignore 2022 and 2023).



**For 2024 only**, please enter your club's total annual charitable fundraising amount in **December**. Then click **Save**.



Your club's total annual charitable fundraising will have now been saved.



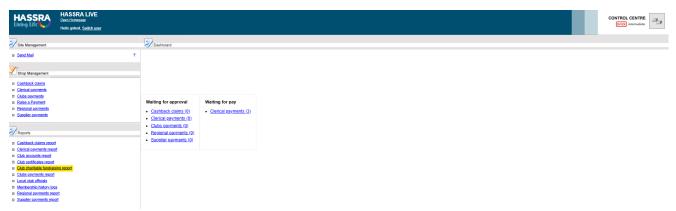
Please continue to enter your club's ongoing charitable fundraising from **January 2025** onwards.

For any queries, please contact the **HASSRA Live Help Desk**.

## **Charitable Fundraising Reports**

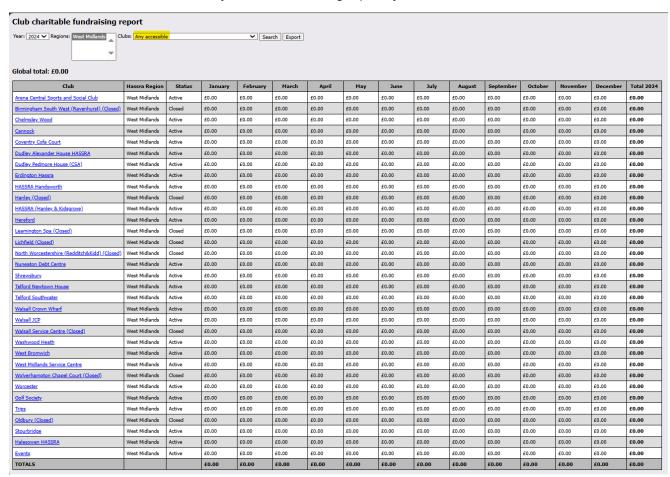
Regional Chairs and Vice-Chairs will be given access to their clubs' charitable fundraising reports.

To access these, please log into your Control Centre account and click the link to *Club Charitable Fundraising Report* 



Your region's club's fundraising amounts will be displayed and can be exported to a spreadsheet, if needed.

This relies on accurate and timely information being input by club treasurers.



For any queries, please contact the **HASSRA Live Help Desk**.

We still want any 'good news stories' to highlight the fundraising efforts and achievements throughout the year, so please continue to send stories and pictures to: HASSRACOMMUNICATIONS.ANDMARKETING@DWP.GOV.UK