


# All Saints' Church of England Primary School



## Donations and Fundraising Policy

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Signed by COG	

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**Version History**

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## **Aim**

At All Saints' C of E Primary School fundraising is seen as a legitimate means of improving our ability to purchase goods, equipment or services, which can be used to achieve the aims of the school. Our fundraising approach is to act fairly, transparently and ethically, and in line with The Code of Fundraising Practice.

Donating money, services, time or equipment, or actively raising funds is a positive way for the public to support the school. This policy should be adhered to by all those involved in soliciting and raising funds on behalf of the school.

Donation means a contribution that is voluntarily transferred by one person to another without compensation or benefit flowing from the giver to the receiver. Donations are irrevocable, and, beyond a designation of use, the donor does not impose contractual requirements or subsequent reports as a condition of the donation. The term donation in this policy includes sponsorship and gifts.

Fundraising is the active process conducted by the school, including making grant application bids.

## **Roles & Responsibilities**

The Full Governing Body is responsible for:

- Ensuring that all funds raised are accounted for and audited.
- Ensuring money is spent in accordance with agreements made with donors and fundraisers and is validated properly.
- Ensuring the school's fundraising activities are compliant with the fundraising approach it has set, the wider law and best practice.
- Deciding whether the school will accept, decline or repay donations.

The Headteacher is responsible for:

- Approving all fundraising activities, regardless of the potential amount to be raised, ensuring they are relevant to the aims of the school.
- Ensuring the correct procedures are in place and are followed for all fundraising activities.
- Confirming that all fundraising activities are approved before they commence.

The Finance Manager is responsible for:

- Monitoring all fundraising activities to ensure they comply with the school's procedures, this policy and the Code of Fundraising Practice.
- Reporting all fundraising approvals and activity to the Full Governing Body.

Fundraisers are responsible for:

- Submitting requests for the approval of fundraising activities to the Headteacher.
- Not soliciting any funds until approval has been obtained from the Headteacher.
- Disclosing any actual or apparent conflict of interest when participating in fundraising activities.
- Acting with fairness, honesty, integrity and openness when conducting fundraising activities.

- Not accepting donations for purposes that are not consistent with the school's objectives.

## **Approval of Fundraising**

- Fundraising will be recognised if it is consistent with the school's aims.
- All fundraising in the school's name that takes place both inside and outside the organisation must be approved in advance by the Headteacher, regardless of the potential amount to be raised.
- Where a member of staff becomes aware that an external body is raising funds on behalf of the school, the Headteacher must be notified so that the fundraising can be approved, and the school can accept the donation.
- Submissions for the approval of fundraising will outline:
  - The reasons for why the funds are being raised.
  - How the funds will be raised, e.g. collections or raffles.
  - The capital and revenue costs.
  - A proposed source of funding (if it is additional to that covered by the planned fundraising activities).
  - If money is being raised for new equipment, a timescale for within which the current equipment will be replaced.
  - Details of any risk assessments that will need to be conducted.
  - A timescale for completion.

## **Donors' Rights**

- Upon request, donors and prospective donors are entitled to receive a copy of this policy.
- The school will take account of the needs of donors who may be vulnerable or need additional support to make an informed decision about a donation. The school will not take advantage of credulity, lack of knowledge or the apparent need for support or vulnerable circumstance of any donor.
- Upon request, donors and prospective donors are entitled to know whether an individual soliciting funds on behalf of the school is a volunteer, employee or contractor working for a paid third-party organisation. Donors are also entitled to know whether the individual is receiving remuneration for fundraising.
- If a donor requests to remain anonymous, their privacy will be respected.
- Donors must be treated with respect – every effort will be made to honour their requests regarding the frequency of fundraising solicitations and the format these solicitations take.
- Donors' personal data obtained for the purpose of fundraising solicitations will be processed, stored and accessed in accordance with the Data Protection policy.

- If donors or prospective donors request to opt-out of receiving promotional fundraising materials or from the processing of their personal data, the request will be honoured, and no further communication will take place.
- If circumstances change, donors may request the repayment of part or all of their donation. It is for the Full Governing Body to decide whether a donation will be repaid (see section 6 of this policy).

## **Soliciting Funds**

- Publicity and promotional activities will be truthful, provide an accurate description of the activities and intended use of donated funds, and respect the privacy of those who benefit from the activities.
- Donors and prospective donors will be provided with an option to opt-out or to withdraw consent for either receiving or being included in promotional materials.
- The school's fundraising materials:
  - Will not be indecent, offensive or carry intent to cause distress or anxiety.
  - Will not contain copyrighted material, watermarks or other intellectual property without the owner's permission.
  - Will disclose the school's registered name and full contact information for the member of staff responsible for the fundraising.
  - Will not imply that funds are being raised for a specific purpose if this is not the case.
  - Will be clear on whether funds are being raised for the school or another purpose, and in what proportions.
  - Will be legal, honest and truthful and in compliance with the rules outlined in Committee of Advertising Practice Code and Broadcasting Committee of Advertising Practice (BCAP), as appropriate.
  - Will not be misleading, e.g. due to inaccuracy.
  - Will not cause offence.
- The school will not solicit funds:
  - From individuals who have clearly indicated that they do not wish to engage in the activities.
  - If it has reasonable grounds for believing an individual is in vulnerable circumstances and is unable to make an informed decision to donate.
  - From individuals who have chosen not to receive fundraising contact through the fundraising preference service.
  - Through electronic means without explicit consent to do so.
  - Via telephone.

## **Accepting, Declining or Repaying Funds**

All donors should be requested to put the details of their gift in writing; the fact it has no conditions attached (where relevant), their estimation of the value of the gift if not in

monetary form and when the gift will be received.

- The ultimate decision for accepting, declining or repaying funds raised lies with the Full Governing Body.
- The Full Governing Body will act in the best interests of the school when deciding to accept or refuse a donation.
- If funds are raised or donated for purposes that are not consistent with the aims of the school, the funds will be declined.
- The school will take the appropriate due diligence steps to confirm the identify of donors and any source of funds, which include:
  - Requesting two forms of ID from the donor.
  - A letter confirming the source of funds.
- For a donor proposing to donate a sum that exceeds £5,000, the school will take the following steps in advance of the donation being accepted:
  - Establish whether there are any potential risks to its reputation
  - Determine what payment arrangements are proposed and whether they raise concerns about the source of funds
  - Record the terms of the donation in a formal agreement
- Consideration will always be given as to whether any donation is involved with or linked to a suspicious transaction.
- Donations will be accepted electronically or via cheque.
- The Full Governing Body may decline a donation if it believes it:
  - Creates unacceptable conflicts of interest.
  - Exposes them to undue adverse publicity or reputational risk.
  - Causes other damage, including financial damage e.g. by deterring other donors.
  - Involves concerns about the legality of the source of funds or the ability to identify the donor.
  - Involves a suspicious transaction, e.g. a fee is requested to release the donation.
  - Will not contribute to the aims of the school.
  - Consists of goods, property or services which the school cannot lawfully use.
  - May require action that is potentially illegal.
  - Is dependent on the fulfilment of unacceptable conditions applied by the donor, e.g. conditions which would place the assets of the school in inappropriate risk.
  - Harms the school's relationship with other stakeholders.
  - Involves a request which would breach the Procurement policy
- Donations will not be accepted if the Full Governing Body suspects a prospective donor lacks capacity to make an informed decision about a donation. The school will return any donations by donors who they believe lacked the capacity to make an informed decision at the time of donating.

- If circumstances change and the donor requests the repayment of part or all of a donation, the ultimate decision lies with the Full Governing Body.
- Donations, once accepted, should not normally be returned unless there is a legal obligation to return it, e.g. the conditions attached to the donation require the return of the donation in certain circumstances.
- Donations will only be refunded in line with school policies or in exceptional circumstances. Where it is not lawful to return a donation, the school will take advice from legal advisers before doing so.

### **Funds Raised**

- Fundraisers will not exploit their position for personal gain and must adhere to the Anti-Fraud, Bribery and Corruption Policy when taking part in fundraising activities.
- All funds will be used for the purpose for which they were raised and within the time frame that is agreed.
- If a fundraising event is cancelled, donors will be informed and asked to agree to a change of use of funds or timescale, or to a repayment of funds.

### **Financial Accountability**

- All donations will be used to support the objectives of the school.
- The school will seek to respect any non-binding wishes expressed by the donor as to the use of the donation, providing they are consistent with the school objectives.
- Donations will be accounted for so that their receipt and subsequent expenditure or transfer to other funds can be readily identified and reported.
- Monetary gifts will be recorded at value in the financial accounting system
- Physical gifts in kind will be included in the financial accounting system in the accounting period in which they are receivable. The value placed on physical gifts in kind will be either a reasonable estimate of their gross value or (less likely) the amount actually realised as in the case of second-hand goods donated for resale. The key valuation test for a gift in kind is “what would the school be prepared to pay to purchase the asset?” For example, if the school wants a mid-range PC and is given a high-spec PC, then the valuation of that gift should be based on that of a mid-range PC.
- The school may also receive the gift of ‘time’ or ‘expertise’ in the form of a service, and in certain circumstances, this may also need to be recorded as a donation – usually when somebody conducts an activity specific to a trade or profession for free. In such an instance,

the valuation of the gift must be reasonable in relation to the cost the school would be prepared to have the task conducted commercially. Excluded from this would be volunteers helping out with reading or mowing the grass; also excluded would be those who assist as part of their normal job, like a police or fire officer giving talks to pupils.

- All records relating to the valuation of a gift must be retained and reported to the Full Governing Body.
- As a rule, discounts are not acceptable as "gifts" and should not be recorded as income. This is because under accounting standards, discounts are not accounted for as income but as a reduction in expenditure. As the school is required to obtain value for money, the offer of discounts should be considered in making purchasing decisions.
- Full records of receipt of business contributions will be retained, as the auditors will require evidence of receipt.
- The cost effectiveness of fundraising activities will be reviewed regularly by the Full Governing Body to ensure that:
  - The fund concerned is being correctly operated in accordance with the objectives.
  - The financial statements produced are correct.