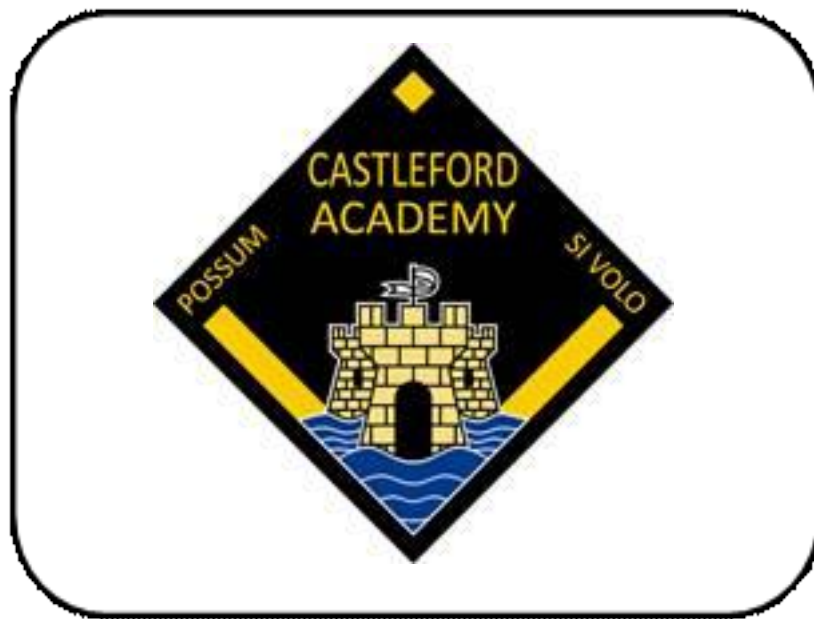




Castleford Academy



Donations Policy

Version No:	Date Ratified:	Review Date:
1.0	26.10.2018	26.10.2021



Introduction

Castleford Academy Trust is committed to the highest possible standards of conduct and has a wide range of interrelated policies, procedures, codes and guidance that provide a corporate framework to counter the possibility of fraudulent activity and/or bribes.

This policy and associated procedures must be read in conjunction with the following other Trust policies / procedures:

- Financial Regulations Policy
- Scheme of Delegation
- Anti-Fraud Bribery and Corruption Policy
- Whistleblowing Policy
- Code of Conduct for Employees
- Code of Conduct for Trustees and Governors
- Disciplinary Procedures
- Complaints Procedures

The Donations Policy sets out the framework for the acceptance and management of donations to the Trust.

A donation is a contribution that is voluntarily transferred by one person to another without compensation or benefit flowing from the giver to the receiver. Generally, donations are irrevocable, and, beyond a possible 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.

Donations and gifts to the Trust may be in the form of cash, goods or services. They may be given with (restricted) or without (unrestricted) conditions.

Where a gift is donated (in the form of goods) of estimated value totalling £100 or less (e.g. an adhoc donation of a box of chocolates for a raffle prize) it is regarded as trivial and not recorded on the donations register or financial systems.

Where a gift in kind (in the form of services) of estimated value totalling £100 or less (e.g. one off professional service) it is regarded as trivial and not recorded on the donations register or financial systems.

Solicitation for and acceptance of donations

Castleford Academy Trust supports the solicitation for, and acceptance of, external donations, gifts and sponsorship that promote the objects of the Trust.

Donations, gifts and sponsorship are accepted free of obligation to the donor.



Donations, gifts or sponsorship will be declined where they are given with conditions that are incompatible with:

- The objectives of the Trust
- Public procurement legislation
- Genuine principles of donation without obligation

Or because the source or conditions of the donation might bring the Trust into disrepute.

Donations will be accounted for so that their receipt and subsequent expenditure or transfer to other funds can be readily identified and reported.

Procedures

Offers of Donations

Offers of donations made to individual trustees, local governors or employees should be referred to the Accounting Officer or the Executive Headteacher / Headteacher (each individual academy) in the first instance.

The Accounting Officer / Headteacher will determine whether the donation is consistent with the Trust's objects as defined in its Articles of Association.

For donations that are equal to, or greater than, £5,000 in value the Executive Headteacher / Headteacher will consult with the Chief Executive Officer and the CFO before making a decision about accepting the donation.

All donors should be requested for audit purposes, to put in writing details of their donation / gift, the fact that it has no conditions attached (where relevant), their estimation of the value (where relevant) and when the individual academy / trust will receive the donation/gift.

Where there are conditions attached these should be clearly set out in writing by the donor – i.e. donation towards outdoor play area equipment.

Reasons for Declining Donations

An offer of a donation must be declined if one or more of the following conditions exist:

The donation has conditions attached that are inconsistent with the Trust's objectives;

The donation has conditions attached that are inconsistent with procurement best practice or legislation;

The donation has conditions attached that are inconsistent with the principle that a donation is a contribution that voluntarily transferred by one person to another without compensation or benefit flowing from the giver to the receiver.

The source of the donation or its intended purpose are inconsistent with the characteristics of the Academy Trust as laid out in the Funding Agreement or are likely in the view of the Trust to draw adverse publicity for the Trust or to bring it into disrepute.



Maintaining records

Each School Business Manager will maintain a donations register for all donations which are outside the normal fundraising activities of the academy. This will be in the form specified in Appendix A. Copies of letters supporting donations included on the register will be retained with the register.

The Local Governing Body (or a committee of) will receive updates of the donations register for their school and where conditions are attached will receive updates on the completion of those conditions.



Academy:						
Date the offer was made	Person / Organisation making the donation	Donation offered (cash/asset/service)	Conditions Attached	Value / Estimated Value (£)	Accepted / Refused	Date Condition Met (where applicable)
01/04/2010	J Smith	Cash	Outdoor play equipment	£100	Accepted	31/08/2010

Note: Gifts donated (in the form of goods or services) of estimated value totalling £100 or less do not require recording on the donations register.