



# Greywood

## Multi-Schools Trust

The House, Eastern Avenue, Lichfield,  
Staffordshire, WS13 7EW

Registered Charity No 11885406  
Registered in England and Wales

## Donations Policy

Date Published	Review date
November 2020	November 2022

### Introduction

Greywood Multi-Schools 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.

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 ad-hoc 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

Greywood Multi-Schools 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 schools, local governors or employees should be referred to the Headteacher in the first instance. Donations offered to Trustees should be referred to the CEO

The CEO/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 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 school / 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 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**

The Chief Finance Officer will maintain a donations register for all donations which are outside the normal fundraising activities of the Trust. This will be in the form specified in Appendix A.

Accepted by Trust Board- November 2020



