**DONATIONS POLICY**

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# **Introduction**

This document sets out Summer Hype’s donations policy.

# **Definitions**

**The Charity:** Summer Hype **Board:** The Board is the Board of Trustees of the Charity.
**Financial Year:** The Charity’s financial year is 1 April to 31 March.
**Financial trustee / treasurer:** The Treasurer is the member of the Board who leads the financial management of the Charity. The Treasurer may also have day-to-day responsibility for the administration of the Charity’s financial transactions, alongside other Authorised Persons of the Board.

# **What**

The Board should take reasonable and appropriate steps to know who the Charity's donors are, particularly where significant sums are being donated or the circumstances of the donation give rise to notable risk. Good due diligence will help to:

* assess any risks to the Charity that may arise from accepting a donation or certain types of donations
* ensure that it is appropriate for the Charity to accept money from the particular donor, whether that is an individual or organisation
* give trustees reasonable assurance that the donation is not from any illegal or inappropriate source
* ensure that any conditions that may be attached are appropriate and can be accepted

# **General donations policies**

* All donations (cash or electronic) accepted, with preference for electronic donations. Donations welcomed preferably via The Big Give.
* Donor information will be stored in compliance with the Charity’s data information and retention policy and where applicable, through any dedicated fundraising platforms the Charity uses.
* Donations between £0.01 and £1,000.00 should be accepted without the need for further investigation.
* Donations greater than £1,000.00 (accrued or a one-off payment) will be reviewed by the Board. They may subject to full due diligence process (see below) and agreement from the Board.
* The right is reserved by the Board to decline or return any donations at any time, as set out here ([iof-acceptance-refusal-and-return-a-practical-guide-to-dealing-with-donations-(5).pdf (ciof.org.uk)](https://ciof.org.uk/IoF/media/IOF/Policy/iof-acceptance-refusal-and-return-a-practical-guide-to-dealing-with-donations-%285%29.pdf?ext=.pdf)). The Board will decline to accept large donations which, in their view:
	+ are inconsistent with the charitable objectives of Summer Hype
	+ would inappropriately distort Summer Hype’s charitable priorities and/or its operational ethos
* This applies to donations only. Funding secured through grant funding applications will have been considered by the Board during the application process already.

If you would like to make a one-off donation we would, of course, be very grateful. To coordinate this properly, please contact us using via email: info@summerhype.org.

# **Due diligence process for donations greater than £1,000.00**

Non-exhaustive set of questions which will be considered by the Financial Trustee and presented to the Board. This follows the guidance and [template](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550694/Tool_6.pdf) from the Charity Commission:

* Who is the donor(s)?
	+ This should set out whether it is an individual or an organisation.
* Are the donors based, or do the funds originate from outside the UK?
* Do Summer Hype have an existing established relationship with them?
* Do any additional identity checks need to take place to verify the donor?
* As far as the Board can identify, have any public concerns been made / is there any information in the public domain about the donor(s)? If yes - what were the concerns, when were they raised, and what was the outcome (including whether there is ongoing investigations with regards ti the concerns raised).
* What is the total amount of the donation?
* How is the donation being made (cash, bank transfer, cheque etc.)?
* Is it a lump sum donation or staggered over a period of time?
* Are there any conditions attached to the donation? If so, what are they?
* Is there anything unusual or strange about the donation?

**Recording and reporting incidents**

The Board will be responsible for recording any incidents of financial crime, abuse or breakdown of your charity’s financial controls. Depending on the type and level of the incident, the Board may also need to report to other bodies:

* all types of fraud to [Action Fraud](https://www.actionfraud.police.uk/)
* tax fraud to [HMRC](https://www.gov.uk/report-tax-fraud)
* any incident involving financial services, such as investments, insurance or pensions, to the [Financial Conduct Authority](https://www.fca.org.uk/consumers/report-scam-unauthorised-firm)
* data breaches to the [Information Commissioner’s Office (ICO)](https://ico.org.uk/)

Report any serious incidents to the [Charity Commission](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity). For example, a significant or potential loss to your charity’s money or assets.

*This policy was adopted by: Summer Hype (name of provider)
On: 30/11/2023*

*Date to be reviewed: 30/11/2026*

*Signed on behalf of the provider:*

*Name of signatory: Emma Mittelman*

*Role of signatory: Co-Chair of Summer Hype*