



Document details and review date	
Name of document	Pride In Linthwaite CIC, Donations and Gifts In Kind Policy
Date document created/approved	September 2019
Document approved by	Malc Coton (Director) Terry Lambert (Director) Luke Stockdale (Director) Liz Quinn (Director) Mandi Halton (Treasurer)
Date document reviewed/updated/approved	Insert date of most recent review
Document reviewed/approved by	Insert names of committee members who approved the document
Date of next review	Insert date of next review (usually annually)



Pride In Linthwaite CIC

Donations and Gifts In Kind Policy

Scope

All volunteers, operating under or for the overall benefit of Pride In Linthwaite CIC (hereafter referred to as 'PIL'), or any of PIL's associated sub-groups.

Reasoning

To ensure that all donations made to PIL, associated subgroups or named charities that these groups are collecting on behalf of, are handled in a fair, honest, transparent, equitable and timely manner, that can be, if needed, audit trailed. This is for the confidence of donors, recipients and to protect those volunteers who are handling donations and/or gifts in kind on behalf of PIL.

Policy

Donations to, or on behalf of, PIL are usually in the form of monetary donations in collection tins, collection buckets or donations of items such as, but not limited to, gardening equipment, non-perishable food items and school uniforms.

- i. For the purposes of this policy, 'approved collectors' are registered (with Companies House) directors of PIL, and/or the named Treasurer(s) of PIL only, unless specific permission has been given in writing (text, email) for a named person other than those specified to make a single collection from a specified point(s) on specified date(s) only, and who the collection will be returned to, and in what timeframe.
- ii. Any collection tins, in public places, shall be sealed with a security sticker, prior to being placed. This sticker shall have the following information: name of PIL, or a sub-group, or the charity that the donations are being made to, and if applicable, the group that is arranging the collection, and a named contact and telephone number. Contact details are provided, so that vendors can contact approved collectors to empty the collection tins in the approved manner, if they become full. This is to increase confidence that these are being handled correctly, and also maximises collections for PIL.
- iii. Collection buckets will also only be given to named person(s), as agreed by at least one director/treasurer(s), for a specific purpose, within a specified time frame. These buckets will also state the name of the beneficiary and have contact details of a named approved collector, in case of any questions or queries from vendors or the public. The collection buckets will only be provided for use, with 2 cable ties sealing the lid(s). The collection buckets will be collected at the end of use, by an approved collector, or returned to an approved collector, with cable ties intact, and within the same day if possible, but no longer than 24 hours after the end of the collection.
- iv. In both of these circumstances, the seals/ cable ties, are only to be broken or removed at the end of the collection period by an approved collector.



- v. Breaking of collection tin seals or bucket cable ties and counting of money or logging of goods, should be done by more than one approved collector, if feasible. This is particularly recommended for any high value transactions.
- vi. When a collection is planned and carried out, the named approved collector must complete the 'Collection and Gifts In Kind' database on the group's online 'dropbox', stating the venue and time of collection, amount or description of gifts received, when this was delivered or paid into the bank and by who, and if the collection tin/bucket/bin was replaced, when and by who.
- vii. Any gifts in kind, to organised collection points, should also be collected only by approved collectors. Again, contact details should be provided on the collection receptacle, and it sealed shut with cable ties, stickers, etc. where possible to prevent tampering. Because of the occasional bulky nature of some of these donations, they should be stored in secure, locked facilities after collection. This may have to be the home addresses of the approved collectors, although the amount of time that donations are stored before delivery should be kept to a minimum. A description of any donations should be added to the database as quickly as possible, along with who and when it was delivered to the end point.
- viii. Any donations to individuals within PIL for the benefit of PIL or its subgroups, should be declared as soon as possible to one of the directors or Treasurer. It is then their responsibility to record this on the database and decide whether the item(s) need to be stored centrally, where only approved collectors can access the item(s). In the case of low financial value items, or where they can be cared for better elsewhere, to record on the database a description of the items, who donated them and when, and to who, where they are stored, and when they were either used, and for what purpose or reached their intended end point.
- ix. PIL accepts no responsibility for person(s) acting on their own initiative outside of this policy, and any non-compliance may result in internal investigations, internal disciplinary procedures or notifying the appropriate bodies and potential prosecution if mishandling of any donations or gifts in kind made to, or on behalf of PIL are suspected.