

Donations Policy

Date Approved	MAT Board	24 January 2018
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DONATIONS POLICY

This policy covers donations made by schools within the MAT to other organisations. Donations to the MAT are covered by the Gifts and Hospitality Policy. All the MAT's schools' and central employees, directors and local governors must adhere to this policy.

1. Funding of Donations

Schools in the MAT are funded by the General Annual Grant (GAG). The grant has to be spent on educating children in the school receiving the GAG funding. Therefore, any expenditure by the MAT considered being a general donation rather than a payment for school supplies and services may not be funded from GAG but could be funded from the school's fundraising activities.

2. Fundraising

- a. Schools within the MAT may hold charitable fundraising events to raise money for agreed charitable organisations. Any such events should be planned and agreed by the school's senior leadership team who will ensure that:
 - i. the organisation is appropriate, i.e. non- political and ethical
 - ii. that links with the organisation will not bring the school or the MAT into disrepute
 - iii. no personal or political gain is made from the donations made
 - iv. no donation is made to an individual
 - v. donations are recorded by the local governing body
 - vi. donations made are fully funded (but not from GAG) and authorised by the Headteacher.
- b. All monies raised should be counted by the office staff, kept securely in the safe and the total amount should be notified to the Headteacher. The recipient should be asked to acknowledge receipt of the donation to evidence the value of the donation made.
- c. Any sums raised by the school directly for school use should be paid in the school's bank account and recorded as a donation on the financial accounting system. The resulting expenditure should be able to be matched against the sum raised. All efforts should be made to spend the donated funding on the planned expenditure by the end of the academic year. If an unspent sum remains at the year end, it should be clearly identifiable in order to carry the sum forward to the next year.
- d. Any sums of money raised by the school's activities that is not for use by the school, i.e. Children in Need, should not be recorded on the school's accounting system nor paid into the school's bank account. Section 2b should be followed. The money may then be taken to the bank for payment directly into the organisation's published bank account or the charity's official may collect the donation. On no account should the school draw a cheque for the sum raised or pay the money into the school's account as such action would artificially inflate income and expenditure in the MAT's annual accounts.