



**St Edmundsbury and Ipswich**  
Diocesan Multi Academy Trust

## **Donations and Fundraising Policy**

<b>Date Approved and Minuted</b>	<b>MAT Board</b>	8 May 2025
<b>Date of Next Review</b>	<b>MAT Board</b>	May 2028

## **DONATIONS AND FUNDRAISING 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.

Any payments made by the MAT that are considered to be general donations, rather than payments for school supplies and services, cannot be funded from GAG. Such expenditure must be funded from the school's fundraising activities.

### **2) Fundraising**

- a) Schools within the MAT may hold charitable fundraising events to raise money for the school or 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; and
  - vi. donations made are fully funded from sources other than GAG and authorised by the Headteacher.
- b) For all monies raised:
  - i) monies should be counted by the office staff and kept securely in the school safe; and
  - ii) the total amount should be notified to the Headteacher
- c) For any sums raised by the school directly for school use:
  - i) these should be paid in the Trust bank account and recorded as a donation on the financial accounting system;
  - ii) the resulting expenditure should be able to be matched against the sum raised; and
  - iii) all efforts should be made to spend the funds raised 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 to carry the sum forward to the next year.
- d) For any sums of money raised for charities - e.g. Children in Need - money may be taken to the bank for payment directly into the organisation's published bank account. A copy of the paying in slip should be kept as evidence and retained by the school.

Alternatively, an official or representative from the charity may collect the donation, where they must provide a signed proof of receipt

Details should not be recorded on the school's accounting system nor amounts paid into the school's bank account.

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.

- e) In exceptional circumstances, where sums raised cannot be paid to the charity initially nominated, e.g., because the charity has gone into liquidation or fallen into disrepute, the sums raised must be paid to another charity with similar aims. Selection of this charity to be at the discretion of the Local Governing Body.