THE HOWARD PARTNERSHIP TRUST
DONATIONS POLICY

Date of review: June 2019
Review Period: 2 yearly
Next due for review: June 2021
Status: Statutory

Responsible Body: The Howard Partnership Trust
Trust Committee: Audit & Risk
Executive Lead: THPT Head of Finance
Publication: Website

Purpose:
- To ensure that donations offered to any part of The Howard Partnership Trust (THPT) are acceptable according to the Objects of the Trust and the conditions of the Academies Financial Handbook and ESFA regulations.
- To ensure acceptable donations are appropriately valued and recorded.
- To test any conditions attached to donations against the THPT Donations Operational Protocol.
- To clarify acceptance of and accounting for donations.

1. Introduction

Donations may be in the form of cash, goods or services and may be given with or without conditions. A donation can be defined as a contribution voluntarily transferred from one person or body to another without compensation or benefit flowing from the receiver to the giver.

2. Policy Summary

The Trust Board supports the acceptance of external donations that promote the objects of the Trust providing donations are either free of obligation to the donor, or are limited in conditions that are deemed acceptable. In the latter case, these would fulfil acceptability criteria within the THPT Donations Operational Protocol.

Donations will be declined where there is obligation to the donor that does not meet the standards of the THPT Donations Operational Protocol that assesses the reasonableness of any conditions. The Trust will seek to ensure full compliance with GDPR requirements particularly in light of sensitivity around donor data.
3. Offers of Donations

Offers of donations should be referred in the first instance to the Head for a school donation and Finance Business Partner who will determine whether the donation can be accepted outright under this policy, or if the protocol for judging thresholds and acceptability come into play.

It is the policy of THPT to request written evidence from the donor that there are no conditions attached to the donation, other than those indicating a restricted use of funds donated where applicable. Donors will also be asked to confirm details of value and timing in writing ensuring that all requirements for GDPR are met.

4. Accounting for Donations

Donations will be recorded as donation income in the books of the entity receiving the donation. Cash donations will be recorded as the amount banked.

Non-cash donations will be recorded at a value representing their gross value to the Trust with an equivalent amount recorded under the relevant expenditure or asset category. The method of valuation should be approved by THPT Head of Finance.

In all cases, donations should be recorded as such and separately identified to ensure that any restrictions surrounding the donation are met. Expenditure charged to a specific donation must meet the restrictions if specified by the donor. Responsibility for ensuring that the terms of specific donations are available for reference and are adhered to rests with the Head of School and Finance Business Partner. It is Trust policy to secure donations income in advance of incurring expenditure in relation to pledged donations.

5. Discounts

The offer of discounts should always be considered when making purchasing decisions. However, discounts are not treated as donations and should be accounted for as a reduction in expenditure. Where discounts exceed the lower of 50% of value of goods/services offered, or £5,000 the transaction will be recorded as a gift in kind.

6. Donations to other Charities

Requests for charitable donations directly from Trust funds should be referred to the Chief Operating Officer who will determine whether they fall within the Trust’s own charitable objects.