



# The Painsley Catholic Academy

Better Together

ACCEPTING AND RECEIVING OF DONATIONS, GIFTS,  
REWARDS, PRIZES, TOKEN GIFTS TO STAFF AND  
HOSPITALITY

POLICY AND PROCEDURES

2021/22

<b>Approved by:</b>	Directors	<b>Date:</b> September 2021
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## POLICY

### 1. INTRODUCTION

- 1.1. This policy and procedure framework for the acceptance and management of donations to the Academy Trust has been drawn up to be consistent with the requirements laid out in the ESFA's Academy Trust Handbook 2021, section 5.32 page 49).

*'The academy trust should have a policy and register on the acceptance of gifts, hospitality, awards, prizes or other benefits that might compromise their judgement or integrity and should ensure all staff are aware of it. When making gifts, the trust must ensure the value is reasonable, is within its scheme of delegation, the decision is documented, and achieves propriety, and regularity is the use of public funds.'*

- 1.2. Donations and gifts may be in the form of cash, goods or services. They may be given with or without conditions. **Donation** means a contribution that voluntarily transferred by one person to another without compensation or benefit flowing from the giver to the receiver. Generally, donations are irrevocable, and, beyond a possible designation of use, the donor does not impose contractual requirements or subsequent reports as a condition of the donation. The term donation in this policy includes **sponsorship** and **gifts**.

### 2. PURPOSE

- 2.1. Academies need to value and record contributions from sponsors. The academy's accounting procedures must clearly identify receipt of all donations. The academy must also differentiate between donations, discounted purchases and gifts given with conditions.
- 2.2. The purpose of this policy is to clarify the process for acceptance and accounting for donations.

### 3. POLICY STATEMENT

- 3.1. The Board of Directors of The Painsley Catholic Academy supports the solicitation for, and acceptance of, external donations, gifts and sponsorship that promote the objects of the Trust.
- 3.2. Donations, gifts and sponsorship are accepted free of obligation to the donor.
- 3.3. Donations, gifts or sponsorship will be declined where they are given with conditions that are incompatible with: the objects of the Trust; public procurement legislation; genuine principles of donation without obligation; or because of the source or conditions of the donation might bring the academy in to disrepute.
- 3.4. Donations will be accounted for so that their receipt and subsequent expenditure or transfer to other funds can be readily identified and reported.

## **PROCEDURE**

### **4. OFFERS OF DONATIONS**

- 4.1. Offers of donations made to individual Directors or members of staff should be referred to the Principal in the relevant school in the first instance. The Principal will determine whether the donation is consistent with the Academy Trust's Objects as defined in its Articles of Association. For donations that are equal to, or greater than, £10,000 in value the Principal will consult with the Chair of Directors before making a decision about accepting the donation.
- 4.2. All donors should be requested, for audit purposes, to put in writing details of their gift, the fact it has no conditions attached (where relevant), their estimation of the value of the gift and when the academy will receive the gift. These donations will be recorded as unrestricted income.
- 4.3. Where there are conditions attached, it is unlikely the amounts can be recorded as donations of an unrestricted nature. Also, discounted amounts cannot be treated as charitable donations, but must be shown as a reduction on costs.

### **5. REASONS FOR DECLINING DONATIONS**

- 5.1. An offer of a donation will be declined if one of the following conditions exist:
  - 5.1.1. The donation has conditions attached that are inconsistent with the Academy Trusts Objects;
  - 5.1.2. The donation has conditions attached that are inconsistent with procurement best practice or legislation;
  - 5.1.3. The donation has conditions attached that are inconsistent with the principle that a donation is a contribution that voluntarily transferred by one person to another without compensation or benefit flowing from the giver to the receiver.
  - 5.1.4. The source of the donation or its intended purpose are inconsistent with the characteristics of an Academy as laid out in the Master Funding Agreement or are likely, in the view of the Principal, to draw adverse publicity for the academy or bring it into disrepute.

### **6. ACCOUNTING FOR DONATIONS AND BANKING**

- 6.1. Donations made in cash will be banked in the account of the relevant school within the multi-academy in the first place. The Accounting System will register receipt of donations, as if it was into a separate bank account, so that all receipts of donations and the subsequent transfer of these to other bank accounts, or their expenditure, can be identified and reported.
- 6.2. Gifts of cash are the easiest to value. However, a proportion of contributions may be in the form of **gifts in kind (ie assets)**.
- 6.3. Gifts in kind will be included in the multi-academy's accounts (within the Statement of Financial Activities) in the accounting period in which they are receivable. The value placed on gifts in kind will be either a reasonable estimate of their gross value to the academy or (less likely) the amount actually realised as in the case of second-hand goods donated for resale.
- 6.4. The key valuation test for a gift in kind is "what would the academy be prepared to pay to purchase the asset?" For example: if the academy wants a mid-range PC and is given a high-spec PC, then the valuation of that gift should be based on that of a mid-range PC.
- 6.5. The Academy may also receive assistance in the form of donated services (eg 'time') or facilities. Such incoming resources will be included in the Statement of Financial Activities where the

benefit to the academy is reasonably quantifiable and measurable. This would usually be limited to **donations by an individual or entity as part of their trade or profession**. For example if a local accountancy firm agreed to supply an accountant free of charge for a couple of hours a month, this will be included in the accounts. However, a police officer talking to a group of students as part of his/her community liaison role will not be classified as a donation, as this service would always be provided free as part of normal police activities.

6.6. In contrast to donations as part of a trade or profession, the **contributions of volunteers** are **excluded** from the Statement of Financial Activities as the value of their contribution cannot be reasonably quantified in financial terms. For example, parents or other volunteers assisting with reading in the classroom would be excluded. However, the exclusion of these contributions may be disclosed in the Trustees' Annual Report if this information is necessary for the reader to gain a better understanding of the academy's activities.

6.7. The value placed on those donations which **are** included in the Statement of Financial Activities will be the price the academy estimates it would pay in the open market for the services or facilities. For example:

- if the academy requires a bookkeeper and is given the services of a chartered accountant (for doing the work of the bookkeeper) then the valuation of time should represent what it would have cost to obtain the services of a bookkeeper
- if the gift is classroom assistance irrespective of who is providing the time the appropriate rate from the relevant pay scale (i.e. unqualified or qualified) should be used.

6.8. The **valuation of gifts** in kind and donations under the above rules may be different from the value placed on the asset, service or facility made by the donor. However, it is the Board of Directors' responsibility to account for the gift at a valuation which they can justify to the auditors.

6.9. In many instances obtaining a valuation will be relatively straightforward or the Directors will be able to satisfy themselves that the donor's own valuation of the gift is fair and reasonable. However, it is recognised that in some instances it will be more difficult to obtain a comparable valuation. The Board of Directors will consider what evidence they require to enable them to form a view on the valuation of gifts. Listed below are a number of sources of evidence of valuation:

- comparable quotations from alternative suppliers;
- what the academy already pays for that service/asset;
- cash realised if the gift were to be sold;
- experience of Directors in purchasing similar services or assets; and
- what the Directors would be prepared to pay for that gift out of the academy budget.

6.10. The **auditors** will wish to see evidence of the valuation of gifts and therefore evidence obtained as above will be retained and discussions on valuation at the Board of Directors meetings will be minuted fully.

6.11. Time spent by Directors in attending Board of Directors and Committee meetings is part of their responsibility in undertaking their governance role and therefore will not be included as a business contribution. However, if a governor gives additional free time to the academy providing professional advice, outside their role as a governor, this may be accounted for as a donation. Academies should ensure they are clear about what constitutes the work and role of Directors before determining whether additional assistance from a Director is classified as a donation.

6.12. **“Free gifts”** i.e. non-solicited gifts will only have a value to the academy if the gift assists in achieving its objectives. However, the auditors will expect annual accounts to show the full details of an academy’s transactions, whether they are monetary or notional. The academy will therefore account for unsolicited gifts where applicable

## **7. DISCOUNTS**

7.1. The general rule relating to discounts is that they are not acceptable as "gifts" and should not be recorded as income. This is because under generally accepted accounting principles, discounts are not accounted for as income but as a reduction in expenditure. As the governing body is required to obtain value for money, the offer of discounts should be taken into account in making purchasing decisions.

7.2. Full records of receipt of business contributions will be retained, as the auditors will require evidence of receipt.

## **8. Providing gifts, awards, prizes, hospitality and token gifts to staff**

Directors recognise that at times it is necessary to ‘give’ gifts, awards, prizes, token gifts to staff and hospitality to students, parents, visitors and other stakeholders. Therefore, **a limit of £100** has been agreed by Directors for the giving of any gifts, awards, prizes, token gifts to staff and hospitality within one transaction. Principals must use their discretion when committing this expenditure on token gifts to staff and must take into consideration the length of service of staff. For example, a member of staff employed by the academy for two years, would not be given the same value token gift as a member of staff employed for ten years. Any amounts exceeding this limit, must seek approval from the Chair of the Resources committee or the Chair of the Board of Directors. All decisions must be documented, and achieve propriety, and regularity in the use of public funds. Academy schools may also have their own staff voluntary collections for staff leaving gifts using the actual cash collected for the gifts.

Any personal gift received by staff over the value of £50 should be recorded on the attached giving and receiving of gifts register.

No alcohol should be purchased by the academy or its member schools except for religious services. (section 2.35 in the Academy Trust Handbook, 2021).

