Engineering UTC Northern Lincolnshire

Charitable Donations Policy

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Tracy Jackson

Approved by the UTC Board on XXXXX

Document control table

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Author (name & job title):	Tracy Jackson, Finance Consultant
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Document History

1Version	Date	Author	Note of revisions

1. The Principal will approve in writing which charitable events are to be held and which charity will be the beneficiary. This will be based on a recommendation from the Senior Leadership Team (SLT).

2. A member of SLT will be appointed as the lead officer for charitable events.

3. The SLT lead officer will produce an action plan to deal with the charitable event. This document will be presented to each SLT meeting by the lead officer until the event has been completed and the funds paid over. The document will then be signed off by the lead officer, the Principal and the Business Manager.

4. The lead officer will notify the Business Manager that a charitable event is to take place and which charity is to be the beneficiary and will pass to the finance team the written approval of the Principal.

5. The lead officer will produce a letter to be sent to all parents/carers informing them that a charitable event is going to take place and which charity is to benefit.

6. All money raised via a charitable event will be paid to the Business Manager within 10 working days of the event taking place together with all supporting information explaining what the money is in respect of.

7. The Business Manager will count the money and it will be taken to the bank in accordance with the normal weekly cash collections.

8. The Business Manager will record the amount collected on the accounting system. A specific cost centre will be set up for each charitable collection.

9. The Business Manager will pay the full amount collected to the relevant charity within 10 working days of the amount being paid banked. The payment will be approved by the Principal and lead officer. All relevant documents will be attached to the payment as supporting documentation.

10. The Business Manager will undertake monthly reconciliations of the Charity Account cost centres and an explanation of the balance will be provided to the Principal. This will allow any unpaid amounts to be identified and dealt with at an early stage.

11. The Business Manager will provide regular updates to the Governing Body to advise them on the implementation of the policy.