



# Fundraising Policy & Procedures

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**Term of policy:** Every 3 years

**Approved by:** LGB 12.5.21

**Date ratified:** BoT 26.5.21

**Next Review Date:** Spring | 2024

**Author:** J Wright

**Sources:** NGA, The Key

**Online location:** SharePoint folder: Policies

**Consulted with JCC?** Yes  No

## Introduction

This policy replaces any previous policy and follows DfE regulations. All staff members of the Tithe Multi Academy Trust (MAT) are affected by and are expected to adhere to this policy.

As part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, we have carefully considered the impact of this policy on equality. The Trust will ensure that this policy is applied fairly to all employees and does not have a negative impact on students or staff with protected characteristics; race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

This policy takes account of the 'Nolan principles' the seven principles of public life which are the basis of ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

This policy is founded in the Trust's commitment to the development and maintenance of good behaviour and a positive and inclusive ethos for all members of the Tithe community. It reflects our commitment to safeguard children, as well to encourage diversity in all aspects of school life.

## **Foreword**

This policy is formulated by the Chief Finance Officer, in consultation with the Finance Manager and other staff, and is monitored by other members of the Audit and Risk Committee. The policy is subject to review every 3 years by the Chief Finance Officer and is subject to approval by the Board of Trustees. It reflects the Trust's commitment to encourage and reflect diversity across all aspects of the Trust.

## **Fundraising and Sponsorship**

Financing of equipment and services from funds outside the Trust's normal revenue budgets is increasingly important in maintaining the quality of education for our students.

The majority of these funds come from voluntary donations, fundraising initiatives or sponsorship.

Fundraising is seen by Tithe Academy as a legitimate means of improving the Trust's ability to purchase goods, equipment or services, which are not available within capital or revenue budgets. For the public donating cash or equipment, or actively raising funds is seen as a positive way of supporting schools within the Trust.

The Board of Trustees is responsible for ensuring that:

1. Correct procedures are in place and followed for fundraising activities
2. Expenditure is properly validated
3. All funds raised are properly accounted for and audited
4. The money is expended in accordance with the objectives agreed with the fund raisers.

## **Approval of Fundraising:**

Fundraising activities will be recognised so long as they are generally within the strategic direction of either the Trust's or the individual school's improvement plan. Fundraising by staff must be approved in advance (see below).

Other fundraising by external bodies will be recognised, although such bodies will be encouraged to advise the Trust of their intentions and be guided by the Trust.

In the event that funds are raised or donated to the Trust for purposes outside the improvement plan, the Trust may decline to accept the donation, but would encourage the donor/organiser to allow the donation to be used for more appropriate purposes.

## **Approval for Funding:**

All fundraising by Trust staff (including student based activities) should be approved before it commences, according to the following criteria:

All fundraising inside (e.g. sale of donated goods) or outside the school, (e.g. collections outside school premises, appeals to the media or industry), must be approved by the Chief Finance Officer regardless of the sum involved. The Chief Finance Officer will report such approvals to the Board of Trustees.

In the event a member of Trust staff becomes aware of an external body fund raising on behalf of the Trust,

he/she should notify the Chief Finance Officer so that the fundraising can be approved (if this has not already occurred) and the Trust can formally accept the donated cash or equipment.

Submissions for approval of fundraising (whether by members of staff or external bodies) should include the following detail:

- Scheme for which funds are to be raised
- How the funds will be raised (collections, raffles, appeal, etc.)
- Capital cost of the scheme
- Revenue cost of the scheme
- Proposed source of funding if any cost additional to that covered by fundraising
- For equipment; proposed source of eventual replacement and timescale
- Any necessary Risk Assessments carried out
- Timescale
- Insurance

Class and Year enterprise projects linked to curriculum objectives may fall outside the remit of this policy, but staff should talk to the Chief Finance Officer to ensure Trust financial procedures are maintained. This will apply to small scale fundraising ventures, e.g. Support for an external charity.

**Funds Raised:**

- All staff or volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness
- All funds received must be given to the Finance Office to be recorded, counted and banked (two people must be present when counting funds) in line with the Trust's financial regulations
- Fundraisers must not exploit their position for personal gain
- Fundraisers shall adhere to all policies and procedures adopted by the Board of Trustees. Donors have the right to obtain complete and timely information on how their funds are used
- All funds raised will be used for the purpose for which they were raised and within a set timeframe
- In case of a cancellation of event; donors will be informed and they must agree to a change of use of funds or change of timescale or return to donor
- Publicity and promotional activities are to be truthful and non-deceptive with a clear statement of use

The Fundraising Policy represents a commitment to the highest standards of good practice and ensures that all fundraising activities are open, legal and fair.

Anyone having concerns regarding the Trust's fundraising schemes should discuss these initially with the Chief Finance Officer. The Chief Finance Officer will report regularly to the Chief Executive Officer and the Board of Trustees regarding all fundraising issues.