

## **Donations Policy**

Chaffinch is delighted to receive all donations large and small. In order to clarify how donations will be used the trustees have agreed the following:

### **1. Financial donations**

- 1.1 All monies will be added to Chaffinch funds and spent as agreed by the trustees and in accordance with our Charitable Objects which can be viewed on the Charity Commission website;
- 1.2 If monies are donated toward a specific appeal, those monies will be used for that purpose. If an appeal does not reach its target, and it is not possible for partial funding to achieve the objective or for additional funding to be allocated, or if more monies are raised than needed, and no secondary purpose was assigned to the appeal, monies raised will be reassigned as per Fundraising Appeals Policy.
- 1.3 Restricted funds, once accepted, will be spent as directed although, in some cases, remaining negligible amounts may be transferred to general funds as a result of the rounding involved in currency conversion. Chaffinch will aim to over-deliver restricted funds by rounding up.
- 1.4 Funds donated as part of the Chaffinch Child Sponsorship Programme will be allocated as per Chaffinch's Sponsorship Policy;
- 1.5 Any match funding will be allocated in the same way as the original donation, e.g. match funding for restricted funds will also be restricted in the same way;
- 1.6 Any Gift Aid collected from HMRC will be allocated to general funds and not necessarily awarded to specific or restricted activities.

### **2. Donation of goods**

Any items donated to Chaffinch will be used in the following order:

- 2.1 Any suitable items of clothing and bric-a-brac will be stored until the next visit, or suitable shipment, to Kenya, when they will be given to children and staff at Chaffinch-supported projects
- 2.2 Other clothing and bric-a-brac will, where possible, be sold, and the monies added to Chaffinch funds as in 1.1 above;
- 2.3 Remaining items that are suitable will be donated to another charity of the trustees' choosing at the time;
- 2.4 Items not used in the ways indicated in clauses 2.1, 2.2, and 2.3 will be stripped down and recycled where possible. The minimum amount will be sent to landfill or for incineration.

### **3. Fundraising**

- 3.1 All monies raised by fundraising will be added to Chaffinch funds as in 1.1 above. If fundraising is for a specific appeal, those monies will be allocated in line with 1.2, 1.5, and 1.6 above.

*This policy may be revised at any time with the agreement of a majority of the trustees.*