Shimpling Village Hall Finance Policies
Donations Management Policy

This policy and the procedures that must be followed are in accordance with the requirements of the fund-raising regulator of England and Wales

https://www.fundraisingregulator.org.uk/

Processing donations
Clear policies and processes for dealing with donations and Gift Aid reduce risk and make sure that community organisations and charities get all of the money they are entitled to. This document includes standards about handling different forms of payment to make sure donations are secure (this includes one-off payments and ongoing donation commitment. It also includes rules on Gift Aid.

Cash

1. A committee member or organiser of the event or activity must not leave unsecured cash unattended.
2. Cash should be counted in a secure place and be counted and recorded by two unrelated people, wherever possible one of which should be a signatory of the Shimpling Village Hall Treasurers Account.
3. All cash donations are to be placed in a sealed container or collecting box.
4. The committee must make sure the promoter of the collection (for example, a charity's fundraising manager) and one other responsible person or an official of a bank are present when you examine and open collecting boxes for licensed collections in a public place. If the licensing authority is following the model regulations in England and Wales for street collections, you **must** do this.
5. For collections on private land, if it is not practical to open and count collecting boxes, as described in point 4, you must have effective procedures and instructions for the person who owns or manages the site to count, record and bank or deliver the money in the boxes.
6. If a member of the committee does not bank the cash immediately, it must be put in a safe or other secure place.
7. Cash should be banked as soon as possible. To help with this, the committee must have a procedure for banking donations, including who does it and when.
8. The treasurer or a signatory of the Shimpling Village Hall Treasurers bank account must check that the cash banked matches the income summaries, as soon as possible. If possible, someone who is not involved in counting or cashing up the money must do this.
9. Whoever collects the cash must send the Shimpling Village Hall Treasurers Account or charitable institution (or institutions) if fundraising for another organisation, the full amount taken from all collecting boxes without taking any expenses or fees, unless these have been agreed beforehand.
10. Shimpling Village Hall Committee **must** meet any extra rules local authorities set about making deductions from collections.

Tills or Cash Boxes

1. The committee member must make sure that all money is put into the till or cash box immediately.
2. The committee member must only give change from the till or cash box, never from their personal money.

Floats

1. A person the committee treasurer or chair has nominated must sign for event cash floats.
2. The committee member managing the float must keep it and any money made from sales separate from their personal money.
3. If money from a float for petty-cash spending is used to purchase any items, the user must record this separately and keep any receipts.

Receipts

1. If a sealed collecting box is not used, the collector must issue and sign a receipt for the donated amount.
2. If you are collecting on a private site, you must give the person who owns or manages the site a receipt if they ask for one. The receipt should include the address of the site, the box number, the date and the amount collected.

Cheques

1. Any committee member who is in receipt of donation cheques must either bank cheques if they are a bank account signatory or give them / send them to the treasurer as soon as possible.
2. Change or cash must not be given in return for cheques.
3. A refund for a cheque donation cannot be issued until the cheque has cleared and the money has appeared in the Shimpling Village Hall Treasurers account.

Card transactions

This section applies to transactions both where the donor is present and when they are not. The steps you need to take to make sure payments are secure will vary depending on the number of transactions that are made.

1. You must meet the Payment Card Industry Data Security Standards (PCI-DSS).
For more standards on processing data, see **section 3 Processing personal data (information).**
2. Extra security measures such as Verified by Visa and 3D Secure code for online transactions should be used if the village hall has the resources for this.
3. If the village hall account is charged for transferring payments, the total donation amount should be recorded as income, and the charges to the account recorded as ‘expenditure’.

7. Direct debits

The procedures and rules to do with direct debits will vary depending on the bank you use. The Direct Debit Guarantee Scheme provides consistent standards and protection to customers.

If signing up to the Direct Debit Guarantee Scheme, the committee **must** meet its standards.

8. Gift Aid

Gift Aid allows registered charities to reclaim tax on donations made by UK taxpayers. This effectively increases the amount of the donation. Claiming Gift Aid for a donation can only be done if all of the Gift Aid conditions are met. One of these is that a donor's Gift Aid declaration **must** meet HMRC’s guidance on Gift Aid.

If the village hall want to make a tax relief claim under the Gift Aid Small Donations Scheme, it can only be done so if all of the scheme’s conditions are met.