



Auntie's Cookery Academy

Donations Policy for Auntie's Cookery Academy

Purpose

This policy outlines the principles and procedures for accepting, refusing, and returning donations to ensure that all contributions support the charity's mission and comply with legal, ethical, and regulatory standards.

Scope

This policy applies to all trustees, staff, volunteers, and third-party fundraisers involved in soliciting or receiving donations. It covers:

- Financial donations (cash, grants, sponsorships)
- Non-financial gifts (equipment, services, property)
- Legacy gifts and in-kind support

Acceptance of Donations

Donations will generally be accepted unless:

- They come from illegal sources or with illegal conditions
- They conflict with the charity's values or objectives
- They pose reputational, ethical, or financial risks
- They come with unreasonable conditions or expectations

Refusal and Return of Donations

Donations may be refused or returned if:

- The donor lacks capacity or is vulnerable
- The donation is conditional in a way that compromises the charity's independence
- The donation is later found to be linked to criminal activity
- Accepting the donation would not be in the charity's best interests

Due Diligence Checks

Before accepting significant donations (e.g., over £5,000 or from unfamiliar sources), the charity will conduct proportionate due diligence checks, including:

Legal Check

- Ensure compliance with anti-money laundering laws and sanctions
- Confirm donor identity and source of funds

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Reputation Check

- Assess the donor's public profile and any controversies
- Consider potential impact on the charity's reputation

Ethics Check

- Evaluate alignment with the charity's mission and values
- Avoid donations that may be perceived as "greenwashing" or virtue signalling

Risk Check

- Assess financial stability of the donor (especially for pledged donations)
- Consider long-term implications of accepting the donation

Transparency Check

- Record and disclose large donations where appropriate
- Maintain confidentiality where legally required

Anonymous Donations

Anonymous donations may be accepted if:

- The source is not suspected to be illegal
- The amount is proportionate and does not raise concerns
- Trustees agree it is in the charity's best interests

Decision-Making Process

- All decisions to refuse or return donations must be documented
- Trustees must act collectively and in the charity's best interests
- Legal advice will be sought where necessary

Reporting and Compliance

- Suspicious donations will be reported to relevant authorities
- Major incidents must be reported to the Charity Commission
- The charity will comply with the Fundraising Regulator's Code of Fundraising Practice

Policy Review

This policy will be reviewed **at least once every 12 months**, or sooner if:

- Relevant laws, regulations, or guidance change;
- A serious incident, complaint, or near miss occurs;
- Feedback from learners, staff, or partners suggests improvements; or
- Operational changes make an update necessary.

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This includes review after audit findings, regulatory changes, or significant changes in financial procedures or systems.

Signed: 

Printed Name:Emily-Jane Dale

Job Title: CEO and Chair

Date: 7th November 2025

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