



**Interaction &  
Communication**

— Academy Trust —

# **Fundraising and Charity Accounts Policy**

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## **Covid-19 Addendum**

It is the responsibility of Fundraisers to apply the most recent government or localised guidance to their fundraising activity so that the safety and wellbeing of all parties are protected. Failure to do so may be treated as a breach of the Code of Conduct Policy.

### **1. Introduction**

- 1.1 This policy serves to set out and explain the Interaction and Communication Academy Trust's (ICAT's) and its academies approach to charity related activities including:
  - 1.1.1 Fundraising on behalf of ICAT;
  - 1.1.2 Recognising that staff may undertake, in their own individual capacity or as part of a Trust recognised charity day e.g. Macmillan coffee morning, Children in Need, external fundraising.

**N.B. Where the Trust is referred to throughout the rest of the policy it is assumed that the Trust academies are also included.**

- 1.2 This policy supports the values of ICAT
- 1.3 The Board of Directors is responsible for ensuring that:
  - 1.3.1 Correct procedures are in place and followed for Trust fundraising and external fundraising;
  - 1.3.2 Expenditure for Trust fundraising is properly validated;
  - 1.3.3 All funds raised by way of Trust fundraising are properly accounted for and audited
- 1.4 All Trust fundraising and external fundraising must be approved in line with the procedures outlined in the policy.
- 1.5 Failure by staff to obtain the requisite approval may result in referral to the ICAT code of conduct and disciplinary policies.

### **2. Approval of Fundraising Activities**

- 2.1 In each academy the Principal must approve **in advance** any Trust fundraising or external fundraising (conducted during usual school hours or where the Trust may be associated with or reasonably assumed to be associated with the external fundraising conducted by staff)

- 2.2 The Trust will only support fundraising for charities with a registered charity number:
  - 2.2.1 within the premises or within the immediate vicinity of the premises of any ICAT academy either on behalf of ICAT or on behalf of external organisations,
  - 2.2.2 by students, teachers and any external organisations if the fundraising is to be conducted on behalf of ICAT or might be reasonably assumed by others to be on behalf of or associated with the Trust.

### **3. Criteria for approval of Trust fundraising and external fundraising**

- 3.1 Trust Fundraising and external fundraising (as detailed in 2.1) by academy staff must be approved by the Principal/CEO (for the ICAT central team), in writing (email is sufficient) at least 1 month before those fundraising activities commence, according to the following criteria:
  - 3.1.1 Declaration of any interest in a particular charity for which either Trust fundraising or external fundraising is proposed at the point of a request for approval.
  - 3.1.2 Purpose of Trust fundraising or external fundraising and the destination of funds donated must be communicated at the outset of the project. It is a legal requirement that any funds raised must only be used for that particular cause;
  - 3.1.3 For Trust fundraising, details of any costs that will be incurred to raise the funds (e.g. purchase of equipment & resources) and how the costs will be met (e.g. from funds raised, or from another source e.g. use of existing school property/school funds).
  - 3.1.4 Identification and completion of any necessary Risk Assessments
  - 3.1.5 Timescale – how much time will be committed to the actual fundraising activity i.e. 1 hour, a day etc.
  - 3.1.6 Insurance
  - 3.1.7 Registered charity number

### **4. Funds Raised**

- 4.1 All staff or volunteers carrying out fundraising activities are expected to act with fairness, honesty, integrity and openness
- 4.2 All funds collected by Trust fundraising which are received must be given to the Academy/Trust finance office to be recorded, so that they are counted and banked in accordance with the recognition of income finance

procedures and payment will be issued to the intended beneficiary of the Trust fundraising in accordance with the recognition of payments finance procedures.

## 5. Student and Staff Involvement

- 5.1 No undue pressure should be placed on students or staff to donate to a particular charity/charities or to apply undue pressure to their families to do so.
- 5.2 No undue pressure should be placed on staff or students to take part in fundraising activities.

The next section of the policy outlines the rules and procedures to ensure the appropriate management of each ICAT Academy Charity and the bank account associated with each charity.

## 6. Trust/School Fundraising Charities and associated Bank Accounts

- 6.1 Funds can only be raised in accordance with charity law;
  - 6.1.1 Funds can only be raised for the purposes the charity was set up for 'to enhance the provision for SEND pupils'
  - 6.1.2 Funds can only be raised to achieve the charity objectives 'to advance the education of pupils at <school name>'
- 6.2 All charity account transactions must be recorded in a manner that has been pre-approved by the Director of Finance
- 6.3 Each Academy's fundraising account must be independently audited by a member of staff who is not directly related to their school, who also has an appropriate level of financial acumen i.e. a Business Manager from another school in the Trust
- 6.4 Once the accounts have been audited, they must be uploaded to the charities online reporting site annually, adhering to the timeframes as directed by the charity commission. The website for this submission is: <https://www.gov.uk/guidance/prepare-a-charity-annual-return>
- 6.5 As with all financial processes there must be two signatories for every transaction
- 6.6 All purchases **MUST** be made in accordance with the Trust's Financial Procedures Policy

## 7. Trust/School Fundraising Charities and Constitution

- 7.1 All charity business/fundraising **MUST** be conducted in accordance with the constitution document for the charity. Any queries should be directed to the Director of Finance or Director of Operations
- 7.2 There must always be a minimum of three Trustees for each Charity
- 7.3 A 'Declaration of Interest' form should be completed on an annual basis by each charity Trustee and stored by the School Business Manager of each Academy
- 7.4 The Trustees of the charity must hold and minute, a minimum of three charity meetings per year to review and ensure:
  - 7.4.1 Correct procedures for fundraising are in place
  - 7.4.2 Income and Expenditure are properly validated,
  - 7.4.3 The money is expended in accordance with the objectives agreed with the charity commission
  - 7.4.4 The money is expended in accordance with the objectives agreed with the fundraisers
- 7.5 Any conflicts of interest must be recorded at each Charity Trustee Meeting

## 8. Miscellaneous

- 8.1 Staff undertaking Trust fundraising or external fundraising shall adhere to all policies and procedures adopted by the Trust.
- 8.2 Staff must not exploit Trust fundraising or external fundraising for personal gain.
- 8.3 All funds raised by Trust fundraising will be used for the purpose for which they were raised and within a set timeframe
- 8.4 In case of a cancellation of an event arranged as part of Trust fundraising, details of alternative arrangements to repeat/replace the event will be published.
- 8.5 Publicity and promotional activities of Trust fundraising and any external fundraising to which the public may consider that the Trust is affiliated are to be transparent.

