

POLICY AND PROCEDURE



Solihull
Life
Opportunities

St Andrew's Centre
Pike Drive
Chelmsley Wood
Birmingham
B37 7US

Charity No. 1102297
England Company No.
5025939

Receiving of Cash or Gifts in Kind

Category: staff and volunteers

Introduction

Solihull Life Opportunities wishes to ensure that all financial transactions are conducted in an open and transparent way.

Policy Statement

In order to protect our workers, volunteers and service users, the following policy applies to the handling of cash or gifts in kind.

Re: Cash Gifts

1. Cash gifts cannot be accepted by workers or volunteers for their own personal use, and should be discouraged. Cash gifts may be channelled into the organisation as a donation.
2. If cash is offered, and the donor is insistent on giving, the donation can be accepted on behalf of the organisation. Any cash received must be receipted.
3. Cash gifts from service users, under no circumstance, must be accepted.
4. Larger donations (i.e. over £10.00) should be acknowledged by a letter of thanks.

Generally, it is good practice to acknowledge, officially, any gift donated to SoLO and shows that the organisation values the giver.

Re: Gifts in kind

1. Gifts in kind – i.e. birthday, Christmas gifts are acceptable, but anything given over the value of £20.00 must be declared and should be discouraged.
2. Regular gifts from Service Users, even if small, should be discouraged.