



## **Donations Policy**

**Policy Ref: C10**

<b>Prepared By</b>	Chief Executive
<b>Date of Review</b>	June 2022
<b>Date of Next Review</b>	June 2025
<b>Reviewed By</b>	PHA Board

## **1. Introduction**

We require to have a Donations Policy under the Association's Rule 79.2, which permits us to make charitable donations that are specifically in line with furthering our own objectives and that we report on all donations to our Annual General Meeting each year.

## **2. Aims and objectives of the policy**

The aim of the policy is to set out consistently and clearly the circumstances where the Association will consider making donations, where we will not consider making donations and our policy in relation to receiving donations from others.

The policy will ensure compliance with the Association's rules which permits us to make charitable donations that are specifically in line with furthering our own objectives, as well as provide transparency to staff, Governing Board members, and our external stakeholders in relation to the giving and receiving of such donations.

## **3. Legal Framework**

This policy is based upon the recommendations of the Regulatory Standards for Housing Associations published by the Scottish Housing Regulator.

Specifically the guidance states that *"governing body members and staff declare and manage openly any conflicts of interest and ensure they do not benefit from their position"*.

This policy should be read in conjunction with our Codes of Conduct; Entitlements, Payments, Expenses & Benefits Policy; and staff terms and conditions of employment.

## **4. Risks**

The policy seeks to mitigate risks associated with making reasonable and proportionate donations, by providing staff, Board members and our wider stakeholders with clarity on our approach to receiving and providing donations. For the avoidance of doubt, donations and sponsorship to individuals will not be permitted.

## **5. Annual Budget and reporting**

The Association will prepare and approve an annual budget, which specifically relates to 'donations' where such donations made will be recorded. Generally the annual budget will be no more than £1,000, but the Board may wish to review and amend this if appropriate.

Donations will be recorded through our quarterly management accounts and annual accounts. The Association will report on all annual donations to our members at our Annual General Meeting.

## **6. Policy principles – donations and sponsorship**

The main source of income that the Association receives is from rental income. The PHA Board is responsible for sound financial stewardship, safeguarding our income, pursuing value for money and protecting our reputation to promote honesty and transparency in all that we do.

### Donations:

- All requests will be considered sympathetically with a maximum paid to any one group of up to £100, providing the request is in line with furthering our own objectives, funds are available from the budget and the request is approved by the Chief Executive. Requests for higher donations will be reported and considered for approval by the PHA Board.
- Requests are likely to be considered as one-off donations. If multiple donation requests are received these will be considered by the PHA Board.
- Donations may be considered for local events where our tenants and their immediate household may gain some direct benefit.
- Donations may be considered from local organisations representing the wider community such as local schools, but there must be reference to a specific project and any groups must be legally constituted and have a bank account.
- The Association may accept donations from existing contractors, consultants, and suppliers where these may be raffled and further our own objectives.

### Sponsorship

- Where possible sponsorship should seek to promote Partick Housing Association as a charitable social housing provider and further our own objectives, and those of the wider housing sector. Sponsorship for fund raising should not exceed £50.
- Raising sponsorship by staff or Board members for individual family members will be acceptable between staff and Board members, provided this is reasonable and voluntary.

## **7. Community Benefits**

Details of the Association's Community Benefits Clauses is contained within our Procurement Policy (C02).

## **8. Equalities**

Our Donations Policy complies with PHA's Equality Policy to ensure equality of treatment for all service users without discrimination or prejudice.

## **9. Review**

This policy will be reviewed every three years or sooner if required by statutory, regulatory or best practice requirements.