

Poultry Club of Great Britain – Gift Acceptance Policy

The Poultry Club of Great Britain (PCGB) actively seeks gifts and donations, including legacies from UK and internationally-based donors as a legitimate, sustained and vital component of its funding and part of its ongoing growth and development strategy. This policy covers the solicitation and acceptance of gifts, including legacies by, or in the name of PCGB. It sets out the arrangements which are designed to ensure that such philanthropic support is aligned to PCGB's mission, vision, strategic objectives (aligned to its values) and financial needs.

The PCGB is a charity and will at all times observe the requirements of charity law and other relevant legislation as well as the provisions of its own objects in relation to the receipt and expenditure of funds. The Charity Commission expects the charitable sector to be self-regulating in matters of fundraising and refers to the Codes of Fundraising Practice developed by the sector, through the Institute of Fundraising, see: <http://www.institute-of-fundraising.org.uk/code-of-fundraising-practice/guidance/acceptance-and-refusal-of-donations-guidance/>

Responsibility for the acceptance and refusal of gifts rests ultimately with PCGB's Trustees, even where decision making has been delegated. The Board of Trustees must be able to demonstrate that it has acted in the best interests of the charity in each case. It is clear from the guidance available that there is a presumption that in the generality of cases the interests of a charity will be furthered by increasing the resources at its disposal. However, there is a strong emphasis on great care being taken over any decision to refuse a donation. This may be done legitimately in certain circumstances, but judgements must not be influenced by the personal ethical viewpoints of the Trustees or those to whom they have delegated their decision making to.

As part of the regular reporting, the General Secretary (in conjunction with the Finance, or Governance Committees as appropriate) will be responsible for providing such information to the Trustees at its Board Meetings about the solicitation and acceptance of gifts. The Trustees shall determine the necessary course of action.

The PCGB will not accept gifts in cases where to do so would, on the balance of risks:

- Create unacceptable conflicts of interest
- Limit or curtail its ability to provide a public benefit
- Cause financial loss, risk or any other damage to the charity
- Compromise its current and future status as an independent charity
- Suppress or falsify its charitable objects and strategic aims & objectives
- Be directly inimical to the charity's mission, vision and publicly-stated values
- Cause material damage to the charity's reputation (including deterring beneficiaries / donors)

- Present a moral (ex-gratia) obligation for Trustees to return or divert the gift elsewhere
- Necessitate additional expenditure (disproportionate to the original gift), in order to realise its value for the purpose and benefit of furthering the charity's strategic aims & objectives, or
- Where a gift is not in a state of being that can directly support the charity's aims & objectives.

The PCGB's will take all reasonable steps, having regard to the size and nature of the gift in question, to ensure that it is aware of the ultimate source of funding for each gift and to satisfy itself that the funds do not derive, directly or indirectly, from an activity that was or is illegal, or which runs counter to the provisions of this policy.

Where necessary, Trustees will look to other charitable organisations and / or relevant organisations to accept a gift in accordance with the relevant guidance in charity law at that time. See: www.gov.uk/guidance/return-a-gift-how-charities-can-make-moral-ex-gratia-payments

The test of compliance with this policy must be undertaken prior to solicitation wherever possible, rather than at the point of acceptance. An unsolicited bequest would be an example of an exception to this general approach. Such gifts, which may raise issues in terms of their acceptability under this policy, or which may give rise to significant public interest (or attract adverse comment), will be presented for the attention of the Board of Trustees at the earliest possible stage.

The General Secretary, with the support of the Finance and / or Governance Committee (as appropriate), will present the Board of Trustees with full information of the purpose of, and background to the potential donation. The Chairman (or Vice Chairman in their absence) will oversee matters to assess the acceptability of a potential gift to the charity and will have regard to the rights of prospective donors and will seek to distinguish between rumour, speculation and matters of confirmed fact or legal finding.

The General Secretary will be responsible to the Board of Trustees for the day to day operation of this policy and responsibility for undertaking due diligence in line with the policy falls to the Finance Committee, who will obtain and bring forward all relevant evidence to present both sides of the argument fairly, i.e. for and against acceptance, before making a recommendation about a gift.

The PCGB will be transparent about gifts accepted in terms of their sources and purposes. In cases where a donor wishes to remain anonymous, such anonymity will be respected so far as is legally and practically possible. Gifts may not be accepted where the source of the funds in question is unknown. All PCGB staff, contractors and volunteers who are seeking to raise funds in the charity's name must work in partnership with the General Secretary to ensure compliance with this policy.

All staff, volunteers and supporters of the PCGB are encouraged to identify and assist in soliciting prospective donors. All such efforts to secure gifts from private sources must be brought to the attention of the General Secretary.

The PCGB may enter into appropriate gift agreements with donors for all major gifts, defined as those of £10,000 and above (or annual sponsors of £1,000 and above). The PCGB will operate its standard policies and procedures including but not limited to recruitment, admissions, hiring, promotion, procurement, management and governance for all its functions funded by such gifts.

Adequate records of all gifts shall be maintained by the General Secretary in accordance with the accepted accounting procedures to allow a proper audit trail. The PCGB will not normally return a gift which has been accepted in good faith in compliance with this policy; indeed the circumstances in which it may do so are extremely limited by law. Exceptionally, subsequent events or the subsequent availability of additional information may give rise to the need to review a previous decision to accept a gift. A decision to return a gift shall always be a matter for the Board of Trustees on the recommendation of the Finance Committee, having taken appropriate legal advice if / when deemed necessary.

The PCGB will respond promptly to a complaint by a donor, or prospective donor about any matter which is addressed in this policy – in conjunction with its Complaints Procedure. A designated member of the Governance Committee will attempt to satisfy the complainant's concern in the first instance. A complainant who remains dissatisfied may request in writing a further review of their complaint (Stage Two in accordance with the Complaints Procedure), and will be advised of the outcome of this review in writing. This policy is available from the PCGB General Secretary.

PCGB's Trustees are responsible for approving this policy which sets out the framework within which donations, gifts and legacies to the charity may be accepted. The policy will be kept under review by the Trustees.

Review

This policies will be reviewed periodically to ensure compliance with changes in law and equality and diversity legislation.

Adopted on: 12 September 2017

To be reviewed: September 2019