

# Policy

## *Acceptance and Distribution of donated goods Policy*

### *1 Acceptance and refusal process*

- 1.1. The Sanctuary trust receives a large quantity of donated goods / money from an array of private organisations, other charities and private individuals. For this reason we would not have the capacity to apply this policy to all donated goods. Therefore, this policy does not apply to donated goods staff members and / or registered volunteers determine to have a value of less than £20. Any items that may have a value of more than £20 are processed by Team leaders / lead volunteers in line with this document.
- 1.2. The Sanctuary trust reserve the right to refuse donated goods that incur a cost of a greater value to the initial donation.
- 1.3. The Sanctuary trust reserve the right to refuse donated goods that will not support the operations of the Charity
- 1.4. We accept anonymous donations. Any anonymous donation of a value above £25,000 shall be reported to the charities commission as a Serious incident
- 1.5. The Sanctuary trust reserve the right to refuse donated goods from sources that may cause reputational damage. The trust will think carefully about which donations to accept and refuse in these kind of circumstances. The trust will look at all the information and assess whether to accept the donation or not.

### *2 Returning donation*

- 2.1. In the event the Trust receives a donation from an individual who is deemed to lack capacity under the mental health Act. As the donor lacked capacity to make the decision to give money to the Trust, then the Trust will return the donation because the original donation was invalid.
- 2.2. In the event the Trust is fundraising for a specific appeal but does not achieve the outlined target, the Trust will return the donation if the Trust did not clearly state what will happen to any donations if not enough funds are raised for this specific aim, as well as what will happen in the event that you raise surplus funds.
- 2.3. In the event a donor asks for the money they donated back, the person who gave a donation has no legal right to ask for it back, and the Trust has an overall duty to put all of their assets towards achieving the Trusts charitable objectives. However, providing the request to return donated money is made

within 3 months, the trust will return the donated money. In respect to donated goods, the Trust will return donated goods to the donor if the donated good has not yet been distributed or sold.

### *3 Food donations*

- 3.1* All donated food items will be placed in refrigerator to be consumed on the day of donations.
- 3.2* All donated food to be reported to lead volunteer and / or team leader.
- 3.3* Any donated food that will not be consumed on the day will be placed in the freezer. All Frozen items to be inserted into the food inventory document and handled in line with the company food handling policy and procedure.
- 3.4* The trust will conduct a monthly food stock check, all damaged goods will not be distributed to clients
- 3.5* Food will be distributed to beneficiaries on a first come first serve basis. Lead volunteer to determine the quantity of food distributed to individual beneficiaries

### *4 Good donations*

- 3.6* All donated goods over the value of £20 will be recorded in an inventory detailing date received, date sold / distributed.
- 3.7* All donated goods that have been given to beneficiaries for free to be signed off by team leader and / or lead volunteer
- 3.8* Essential provision given away to beneficiaries via RoC services or emergency provisions must be accompanied by referral information. This information will be shared with crisis team for follow up engagement work.