

Laverstoke & Freefolk Parish Council

DONATIONS POLICY

Adopted: 20.01.2026

1. Purpose

This policy sets out how the Council will:

- accept and record donations and fundraising income; and
- where applicable, run an earmarked appeal to support the purchase of a community asset, including an Asset of Community Value (ACV).

2. Accepting Donations

What the Council will and will not accept

The Council may accept donations that:

support the Council's purposes and provide community benefit; and
do not create conflicts of interest or improper influence.

The Council will refuse or return donations that:

- are conditional on the Council acting unlawfully or improperly; or
- create unacceptable reputational risk; or
- are offered to influence planning, licensing, or procurement decisions.

3. How donations are received and recorded

Donations may be accepted via bank transfer or an approved fundraising platform.

The RFO/Clerk will ensure:

- prompt banking;
- a clear audit trail (date, amount, payer where known, method, purpose);
- correct ledger coding (unrestricted vs earmarked); and
- regular reporting through budget monitoring.

4. Acknowledgements and publicity

Donors may be thanked publicly unless they request anonymity.

Donor recognition must not imply preferential treatment or procurement advantage.

5. The Council may establish an earmarked reserve / fund

to hold donations and fundraising income intended to support a specific project and directly related costs.

This fund will only be used for purposes stated in the appeal

6. Appeal wording must be clear

All appeal materials must state:

- the purpose (what the money is for);
- whether donations are refundable if the project does not complete; and
- what will happen to any surplus.

The Council will make refunds of the full amount donated if the project does not complete.

The Council will also manage any conflicts of interest (declarations and non-participation where required).

7. Donor Contact details

Contact details will be collected in order to meet Governance requirements.

8. Policy Review

This policy will be reviewed every year in May or sooner if legislation/guidance changes or the Council launches a new fundraising appeal.