**AGE UK**

**CARLISLE AND EDEN**

**GIFTS, DONATIONS, WILLS, AND BEQUESTS POLICY**

**Adopted: July 2012**

**Reviewed: July 2021**

**Next Review: July 2022**

**Reg Charity No 1128565**



**Gifts, Donations, Wills, and Bequests Policy**

1. **Introduction**
   1. Age UK Carlisle and Eden is dedicated to undertaking all its activities fairly, and transparently. Both the giving and acceptance of “gifts” to/from third parties, for example, Clients, Members of a Clients Network and External Organisations, might be seen to compromise this approach and impact the reputational integrity of the Organisation.
   2. The term “gift” for the purposes of this Policy, will be used to refer to any items with a monetary value (Both tangible and intangible). This may include, but is not limited to, money, gift vouchers, hospitality and entertainment, expenses, loans, craft items, flowers, food, and beverages. Due to the nature of the Organisation, it is pertinent to discuss donations, wills, and bequests separately.
   3. It is recognised that as our work brings us into contact with an increasing number of people, many of which feel grateful for our input. The complexity of the professional working relationship developed between Employees, Volunteers, Trustees, and any other individual involved in the Organisation and these third parties can escalate.
   4. Considering this, there will inevitably be occasions when “gifts” are offered to an Employee, Trustee, Volunteer, or any other individual involved in the Organisation by a third party. It is also recognised that there may be instances where an Employee, Trustee, Volunteer, or any other individual involved in the Organisation may consider offering a gift to a third party.
   5. This Policy applies to all Age UK Carlisle and Eden activities and is adopted by Employees, Trustees, Volunteers, and any other individual involved with the Organisation.
   6. Age UK Carlisle and Eden will adhere to the principles and procedures contained within UK legislation, as well as relevant guidance. Taking the following particularly into consideration:

* The Bribery Act 2010
* The Care Act 2014
* The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
* Mental Capacity Act 2005
* Mental Capacity Act Code of Practice
* Public Interest Disclosure Act 1998

1. **Purpose** 
   1. We recognise that such situations can be difficult to handle, and this Policy, has therefore been drawn up for the protection of Employees, Trustees, Volunteers, and any other individual involved with the Organisation, as well as, reflecting Age UK Carlisle and Eden’s concern for the people who access its services.
   2. To provide a clear framework that ensures all Employees, Trustees, Volunteers, and any other individual involved in the Organisation understand what to do if they are offered/ wish to give a gift, regardless of the type.
   3. To help Employees, Trustees, Volunteers, and any other individual involved in the Organisation understand the implications that the giving and/or acceptance of gifts can have upon the Organisation’s reputation. Particularly when this may be seen to constitute bribery and corruption that exposes the Organisation to possible accusations (founded or unfounded) of unethical or unlawful behaviour.
2. **Responsibilities**
   1. The Chief Executive Officer (CEO) has overall responsibility for ensuring

the effective implementation of Age UK Carlisle and Eden’s Gifts, Donations, Wills, and Bequests Policy. This is supported on a day-to-day basis by all Employees, Trustees, Volunteers, and any other individual involved with the Organisation adopting and endorsing these.

1. **Action to be taken**

**4.1 Gifts**

* + 1. Employees, Trustees, Volunteers, and any other individual involved in the Organisation must make it clear, to those who use our services that it is our job to help them, and there must be no question of personal gifts or money for services given.
    2. However, it may be appropriate to accept certain types of gifts (up to the value of £15) on behalf of the Organisation to help maintain a positive working relationship and the gift has been given to express thanks, not seeking a favour. All gifts must be discussed with your line manager and recorded in the Gifts Register (see Appendix 1).
    3. All gifts will be shared amongst the Organisation in the following manner.

Any gift with a sell by date, such as a box of biscuits/chocolates or flowers will be put on display for general enjoyment. All remaining gifts will be maintained and distributed via a yearly raffle. It must be made clear to the

third party who is giving the gift that this will be the case.

* + 1. In line with the above, the giving of personal gifts to third parties by

Employees, Trustees, Volunteers, and any other individual involved in the Organisation is not acceptable, due to the potential impact upon the dynamics of the working relationship.

* + 1. However, it is acknowledged there may be occasions where it is appropriate for the Organisation itself to bestow a gift and in these circumstances, the gift should not exceed the value of £15 and should always be discussed directly with a line Manager and CEO prior, to ensure fair and transparent practice.
  1. **Donations** 
     1. The Organisation does welcome charitable donations to continue its work

from third parties. This may be in the form of money, cheque, postal order or electronically.

* + 1. All donations of money/ cheque/ postal order handed to or received via post by an Employee, Trustee, Volunteer, or any other individual involved in the Organisation should be given to the Finance Manager, as soon as possible, where they will be logged on Sage with an associated cost centre. The donation will be stored securely within a locked box and maintained within a locked office until the Finance Manager can undertake a weekly lodgement. Where a doner has been identified, a receipt and letter of thanks will be issued by the CEO.
    2. All donations will be considered in relation to the Best Interests of the Organisation. Therefore, there may be occasions where it is appropriate for the Organisation to decline a donation, this includes the following circumstances:
* If there is evidence that a donation was made by someone who lacked capacity to make the gift, it would be appropriate for the Organisation to decline/return the donation.
* Donors whose activities appear to be in direct conflict with our mission statement, aims and objectives.
* Are from unknown sources of funding, Age UK Carlisle and Eden needs to be satisfied that the funds do not derive, directly or indirectly from illegal activity.
* Exposes the Organisation to undue adverse publicity or reputational risk, particularly if it may be viewed as bribery.
* Are associated with unsuitable products, corporate and individuals e.g. arms dealings.
* Has the potential to harm relationships with other Stakeholders.
  + 1. If a donation is received which may not be acceptable under the terms of this Policy, the Finance Manager should alert the CEO at the earliest opportunity for further investigation and findings referred to the board of Trustee’s for consideration.
  1. **Wills and Bequests**
     1. All requests for support with will writing should be signposted for appropriate legal support. Under no circumstances should an Employee, Trustee, Volunteer, or any other individual involved in the Organisation help draw up a will, or act as a witness in their role within the Organisation.
     2. Under no circumstances may an Employee, Trustee, Volunteer, or any other individual involved in the Organisation take the initiative in seeking legacies for Age UK Carlisle and Eden from third parties. If a third-party requests information about making a bequest to Age UK Carlisle and Eden he/she must be referred to the CEO and the information about making a bequest will be sent direct to the individual.
     3. On occasions third parties may wish to make personal bequests to an Employee, Trustee, Volunteer, or any other individual involved in the Organisation and/or wish to appoint them as executors of their will. If there exists a prior knowledge of any such intention, they should attempt to dissuade the person and point out that a bequest to the Organisation may be more appropriate. In the case of an appointment as executor, explain that it is contrary to the Organisation’s policy and that such involvement in personal affairs could lead to disciplinary action.
     4. In the event of an Employee, Trustee, Volunteer, or any other individual involved in the Organisation being left a sum on money or any specific gift from the estate of a third party then this must be reported to a Line Manager and CEO as soon as possible.
     5. If an Employee, Trustee, Volunteer, or any other individual involved in the Organisation finds that they have been appointed executor under a third parties will without prior knowledge, they have the right to disengage themselves. They should NOT proceed with involvement in funeral arrangements or disposing of the estate until the legal situation is clarified. They should seek advice from their Line Manager, and if necessary legal advice will be obtained on their behalf.
  2. If an Employee, Trustee, Volunteer, or any other individual involved in the Organisation is ever in doubt about any matter relating to gifts, donations, wills or bequests, they should discuss it with their Line Manager who will be pleased to help and advise them.
  3. If an Employee, Trustee, Volunteer, or any other individual involved in the Organisation becomes aware of circumstances pertaining to any of the above then the Whistleblowing policy must be invoked.
  4. Any breach of this Policy will be considered in line with the Organisation’s Safeguarding duties and may result in disciplinary action.

1. **Recording**

5.1 All gifts, both tangible and intangible, must be recorded within the Gifts register (see Appendix 1) and details stored securely on a password protected computer system.

5.2 Any monetary donations must be logged appropriately by the finance Manager on Sage using an appropriate cost centre. Identified donors issued with a receipt and a thank you letter sent by the CEO.

5.3 All expenses related to gifts to third parties that have been agreed by your line manager and CEO should be recorded fully on the expenses claim sheet, including the reasoning for such gifts (see Appendix 2).

**6. Monitoring and Review**

6.1 The implementation and effectiveness of this Policy will be monitored, reviewed (no less than annually) and updated to remain compliant with current legislation and guidance by the CEO

Appendix 1

**Gifts register**

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| --- | --- | --- | --- | --- |
| Date | Item | Who gave the Gift | Who received the gift | Outcome |
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**Appendix 2**

**AGE UK CARLISLE AND EDEN**

**TRAVEL & EXPENSES CLAIM FOR, (TVLEX)**

**NAME:**

**HOME ADDRESS:**

**DESIGNATION:**

**BASE:**

**AUTHORISED BY:\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNED:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **PURPOSE OF JOURNEY** | **DETAILS OF JOURNEY** | **NO. OF MILES** | |
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|  |  |  | **Total** |  |

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| --- | --- | --- |
| **DATE** | **EXPENSES DETAILS (ATTACH ALL VOUCHERS/RECEIPTS)** | **AMOUNT** |
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**Total Claim**