

## Donation Acceptance Policy

### Change Record

Date of Review	Reviewer Name	Comment
20/07/2023	Leticia Armengod	Draft issued
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# St Anthony's Trust Limited

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# St Anthony's Trust Limited

## 1. Welcome

St. Anthony's Trust Limited is the landlord of Tablehurst and Plaw Hatch Community Farms in Forest Row. We strive to protect the lands where Tablehurst and Plaw Hatch Community Farms are situated to ensure that biodynamic, community-owned agriculture in Forest Row is safeguarded for generations to come. We also own a smallholding dedicated to vegetable growing and the Rachel Carson Centre, a building and land which is a former centre for biodynamic training that is let to the Emerson College Trust Ltd for educational activities.

Our main objects are the advancement of education (with particular regard to the principles and methods based on the writings and lectures of Rudolf Steiner). In particular (but not exclusively), by establishing and running agricultural and horticultural training centres based on biodynamic agricultural principles. In addition, the Trust strives to support those in need due to age, disability, financial or other hardship, and other charitable purposes as the Trustees shall think fit.

To this end, St. Anthony's Trust owns Old Plaw Hatch Farm and Tablehurst Farm and lets them to the farms to operate as biodynamic agricultural farms and training centres.

We receive no funding and depend wholly on gifts and legacies for our ongoing work.

Transparency is a core value underpinning our operations, ensuring that every financial transaction is conducted with integrity and accountability. By verifying the legitimacy of our funding sources, we aim to maintain the trust of our stakeholders and ethical standards in all aspects of our work.

While we genuinely appreciate anonymous contributions, we also understand the need for prudent handling. Our commitment to implementing evaluation protocols for such donations demonstrates our dedication to safeguarding against potential misuse or impropriety.

**To shape this policy, we followed the guidance from the Charity Commission and the Institute of Fundraising's guidance on "Acceptance, refusal, and return a practical guide to dealing with donations", which forms part of the advice of the Fundraising Regulator's Code of Fundraising Practice.**

This policy highlights our dedication to transparency and responsible financial management. By adhering to these procedures, we aim to create a secure and trusting environment for everyone working with us or supporting our work.

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## 2. Introduction:

- a. The purpose of this policy is to establish guidelines for accepting, refusing and returning donations made to St Anthony's Trust (referred to in this document as: "we", "the charity", or "the organisation.")
- b. This policy aims to keep transparency and accountability through all our financial activities while complying with legal requirements, preventing money laundering, and maintaining the organisation's reputation and integrity.
- c. This policy applies to all employees, volunteers, trustees, and other individuals associated with the organisation.
- d. This policy applies to all substantial donations (anonymous or not), donations made under certain conditions, legacies and grants made to the organisation. Small donations with no conditions attached will be accepted automatically (with much gratitude!).
- e. St Anthony's Trust will record regular donations, which will be accepted automatically without further review if they are less than £25,000 in a year.

## 3. Donor Identification and Due Diligence:

### 3.1 Donor Identification

- a. All donors must provide accurate and up-to-date personal information, including full name, contact details, and proof of identification if necessary.
- b. The organisation will conduct reasonable due diligence to identify and verify the donor's identity, particularly for significant donations or when the donor is unknown or not previously associated with the charity.
- c. The donation will be gratefully accepted provided the due diligence checks result in reasonable assurance that the donor can be trusted: e.g., the contribution comes from a trusted source (for example and not exclusively: a known person, a trusted organisation in the UK, a legacy from a known person) and it has no conditions attached, or the conditions are ethically feasible and aligned with our mission and objectives.

### 3.2 Enhanced Due Diligence:

- a. Enhanced due diligence measures will be applied in cases of substantial donations, especially when coming from anonymous sources, organisations, higher-risk individuals or jurisdictions, if they have conditions attached, or when they come through an unusual payment mechanism where this would not be a typical payment method.
- b. **Enhanced due diligence** may include verifying the donor's identity, legitimacy, and reputation through reliable sources (such as identity documents, references, public records, or third-party agencies specialising in due diligence checks), identifying an organisation's name purposes, mission and supporters, tracking payment sources to the extent possible to

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verify the jurisdiction of origin, checking the legal and tax requirements from the country of origin (when coming from outside the UK).

c. When performing enhanced due diligence, the form in Annex 1 (suspicious donation log) will be filled for future monitoring purposes.

e. **Donor screening processes** will be established to identify any potential conflicts of interest, reputational risks, or concerns. Such screening may include conducting online research, reviewing public records, or seeking professional advice as necessary.

f. The results from the enhanced due diligence and the donor screening process will be disclosed to the board of trustees so a decision can be made.

### 3.3. Anonymous Donations:

a. Anonymous donations can come as a substantial one-off donation or a series of smaller donations from an unfamiliar, unverified or anonymous source; donations may take forms other than money, for example, shares or goods.

b. We will make reasonable efforts to identify the source of anonymous donations (coming from grants, legacies, etc).

c. Enhanced due diligence measures will be applied, and if the organisation is unable to identify the source, the donor or their intentions, the organisation may seek legal advice or undertake appropriate measures to ensure compliance with legal requirements.

d. When legal advice is not requested, we will perform a risk assessment to determine if accepting the donation.

e. Third parties making donations on behalf of a donor who wishes to remain anonymous will also trigger this process unless the third party is reputable or allows our trustees to know the donor's name with the proviso that this is not made public

f. Any anonymous donation of £25,000 or greater will be reported to the Charity Commission as a serious incident.

### 3.4 Donations Made by Organisations

We value every donation we receive, and we want to make sure that we are funded by organisations that share our values, care for each other and our planet and demonstrate transparency in their actions.

a. When the donation comes from an organisation that does not have a well-established relationship with Saint Anthony's Trust, we will request precise and accurate information about its funding sources and the organisation's activities, mission and ethos.

b. The donation acceptance will be subject to approval from the board of trustees (see decision-making clauses). Trustees will evaluate the donation's origin to ensure it is appropriate to receive; they will carry out all the necessary efforts to ensure its acceptance will not affect our reputation or the public trust in us.

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## 3.5 Donations Coming From High-Risk Individuals and Jurisdictions

- a. Where an unfamiliar donor operates a business or is from a country outside the UK about which public concerns have been raised, we will request precise and accurate information about its funding sources and the donor's activities, mission and ethos.
- b. The donation acceptance will be subject to approval from the board of trustees (see decision-making clauses); they may need to refuse a donation if they do not receive satisfactory replies.

## 3.6 Donations With Conditions Attached

- a. Substantial donations made with conditions attached upon fulfilling a condition will be communicated to the board of trustees.
- b. Trustees can accept donations with conditions attached, provided those conditions are legal and compatible with our ethos, purposes, priorities and activities.
- c. If the conditions are so stringent that they could undermine our independence, the trustees may need to refuse the donation.
- d. If fulfilling the conditions will cost us more resources than we can gain by accepting the donation, the trustees may need to reject the donation.
- e. The donation acceptance will be subject to approval from the board of trustees (see decision-making clauses).

## 3.7 Unusual Payments

- a. We will investigate payments received through an unusual payment mechanism where this would not be a typical payment method.
- b. The donation acceptance will be subject to approval from the board of trustees (see decision-making clauses).

## 4. Decision Making

- a. The decision-making process will include the following steps:
  - The trustees will be informed of any suspicious donation
  - One or more trustees will be assigned to follow the case with the administrator.
  - The form in Annex 1 will be filled out.
  - Enhanced due diligence checks will be carried out.
  - The donor will be checked against the consolidated lists of financial sanctions targets and prescribed organisations.
  - Bring the investigation results to the board of trustees.
- b. If the checks bring back a satisfactory result and there is no risk perceived in accepting the donation, trustees will gratefully accept the donation.

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- c. If due diligence checks do not offer a satisfactory result, we may seek legal advice from our advisors or the Charity Commission.
- d. Should due diligence checks reveal evidence of a crime, money laundering, terrorism, or other illegal activities, we will not accept the donation and will report the matter to the police, HRM, Charity Commission or other appropriate authorities.
- e. The decision-making process will be documented in the organisation's minutes or fundraising records to maintain transparency and accountability. We will document the rationale for accepting or declining a donation (including risk assessments).

## 4.1 Legal Considerations:

The law requires charity trustees, in deciding whether to accept or refuse a particular donation, to consider the charity's best interests, taking an overall view. The law allows practical and ethical factors to be considered as long as these are likely to affect the specific interests of the charity. Although ethics and values will be important in reaching the decision, these cannot be the decisive factors. The organisation needs to demonstrate that acceptance of the donation would be detrimental to achieving its purpose.

## 4.2 Ethical Considerations:

- a. Saint Anthony's Trust can refuse a donation when accepting it would be detrimental to achieving our purposes. This anticipated detriment (like the reputational cost) will be set against the benefit of having the funds from the donor, which would enable the organisation to pursue its purposes.
- b. Saint Anthony's Trust reserves the right to refuse donations that come from controversial industries or are inconsistent with its mission, values, or ethical standards or that may harm the charity's reputation or compromise its mission.
- c. We want to ensure that the donations we accept come from people and organisations aligned with our ethos, mission and values.

## 5. Reporting Suspicious Activity:

- a. All employees, volunteers, and trustees are responsible for reporting to the board of trustees any suspected illegal activities, money laundering, or unethical behaviour related to donations.
- b. A designated individual or committee should be appointed to receive and investigate reports, ensuring that appropriate actions are taken and, if necessary, reporting the matter to the appropriate authorities.
- c. We will also be alert to the risk that individuals may be raising funds in our name that never reach us or where only some of the money is passed on. If trustees have concerns that this might be the case, we will report this to the appropriate authorities. If any individual

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suspects this is happening, we would appreciate it if you could communicate with us immediately through our administrator: [admin@saintanthonystrust.com](mailto:admin@saintanthonystrust.com)

d. If our trustees have reasonable cause to suspect that a donation is related to terrorist financing or money laundering, they are under specific legal duties under criminal law to report – terrorism offences must be reported to the police; concerning money laundering, the disclosure will be made to the police, an HMRC customs officer, or an officer from the National Crime Agency (NCA)

## 6. Returning a Donation We Have Already Accepted

Saint Anthony's Trust will not refund donations except for specific circumstances:

- a. It is proved that the donation comes from a vulnerable person who lacks mental capacity when donating.
- b. Appeals: when a specific appeal has not raised enough funds, and this appeal's wording does not state what will happen if insufficient funds are raised.
- c. Appeals: when a specific appeal raises more funds than intended, and this appeal's wording does not state where the additional funds will be applied.
- c. A donation is made to us intended for another charity.
- d. We are worried that accepting a particular gift will impact our charity's ability to achieve our objectives.

## 7. Monitoring and Record-Keeping:

- a. Adequate records, including donor information, donation amounts, dates, and relevant supporting documentation, will be maintained.
- b. The decision-making process will be documented in the organisation's minutes or fundraising records to maintain transparency and accountability. We will document the rationale for accepting or declining a donation (including risk assessments)

## 8. Confidentiality and Data Protection

- a. Personal information collected during the due diligence checks will be handled confidentially and in compliance with applicable data protection laws.
- b. Data obtained during due diligence checks should be securely stored and accessed only by authorised personnel who need it for decision-making purposes.
- c. We have the legal obligation to store personal information from donors supporting an appeal:
- d. We have a legal obligation to maintain a record of the donor's details (the name and postcode are the minimum requirements) when we claim Gift Aid

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## 9. Policy Review

- a. This policy will be reviewed every two years to ensure its effectiveness and compliance with legal requirements.
- b. Amendments to the policy will be approved by the board of trustees and communicated to all relevant individuals.

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## Annexe 1) Suspicious Donation Log

Suspicious donations log	
Name of donor	<input type="text"/>
Amount of donation	<input type="text"/> Date received <input type="text"/>
Form of donation (eg cheque, direct transfer)	<input type="text"/>
Name of bank	<input type="text"/>
Sorting code & account number	<input type="text"/> BACS reference <input type="text"/>
Account name	<input type="text"/>
Name of cheque signatory	<input type="text"/>
Currency used	<input type="text"/>
Nature of suspicion/ reason for query	<input type="text"/>
Any previous donations from this source?	<input type="text"/>
Any conditions attached to donation?	<input type="text"/>
Action to be taken (indicate all that apply)	<input type="checkbox"/> Report to police (state crime ref number) <input type="checkbox"/> Report to Charity Commission <input type="checkbox"/> Report to HMRC <input type="checkbox"/> Refuse donation <input type="checkbox"/> Other action (record overleaf or attach)

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