

POLICY AND PROCEDURE



SoLO
Life
Opportunities

38 Walnut Close
Chelmsley Wood
Birmingham
B37 7PU

Charity No. 1102297
England Company No.
5025939

Receiving of Cash or Gifts in Kind

Category: staff and volunteers

Introduction

SoLO Life Opportunities wishes to ensure that all financial transactions are conducted in an open and transparent way.

Policy Statement

In order to protect our workers, volunteers and members, the following policy applies to the handling of cash or gifts in kind.

Cash Gifts

1. Cash gifts cannot be accepted by workers or volunteers for their own personal use, and should be discouraged. Cash gifts may be channelled into the organisation as a donation.
2. If cash is offered, and the donor is insistent on giving, the donation can be accepted on behalf of the organisation. Any cash received must be receipted.
3. Cash gifts from members must not be accepted, under any circumstance.
4. Larger donations (i.e. over £10.00) should be acknowledged by a letter of thanks.

Generally, it is good practice to officially acknowledge any gift donated to SoLO and shows that the organisation values the giver.

Gifts in kind

1. Gifts in kind – i.e. birthday, Christmas gifts are acceptable, but anything given over the value of £20.00 must be declared and should be discouraged.

2. Regular gifts from members, even if small, should be discouraged.

Personal Assistants

This policy also applies to staff employed under SoLO's personalisation service to work as Personal Assistants in the member's home, and out in the community. Personal Assistants must ensure that all expenditure relating to the activities undertaken with the member are receipted and submitted to the client who pays for the service. Agreement should be made in advance regarding what costs are acceptable and expected for the particular activity.