



Gift Acceptance and Processing Policy

1. Purpose

This policy provides comprehensive guidelines for the acceptance and processing of gifts to Homerton College. It ensures that all contributions align with the College's mission, values and legal obligations, fostering ethical, transparent and impactful donor relationships. Additionally, it establishes procedures for the accurate and efficient recording, processing and stewardship of gifts, ensuring compliance with legal and ethical standards. The policy also aims to enhance transparency and accountability while facilitating meaningful donor engagement and maximising the impact of philanthropic support.

2. Scope

This policy applies to all forms of gifts received by Homerton College, including but not limited to:

- Monetary contributions (unrestricted and restricted gifts)
- Pledges
- In-kind donations (e.g., equipment, artwork, books)
- Real estate
- Securities
- Endowments
- Planned gifts and bequests
- Corporate sponsorships and matching gifts

It is relevant to all staff involved in the acceptance, processing and management of gifts. The policy also applies to partnerships and collaborations that involve philanthropic contributions to the College.

3. Ethical Considerations and Due Diligence

Homerton College reserves the right to decline any gift that:

- Conflicts with the College's mission, values or operational priorities.
- Imposes impractical, overly restrictive or legally unsound conditions.
- Presents reputational, financial or ethical risks to the College.
- Cannot be managed or utilised in a manner consistent with its goals and resources.
- Is associated with any activity that:
 - Evaded taxation
 - Violated international human rights conventions
 - Limited freedom of inquiry
 - Suppressed or falsified academic research
 - Recklessly hindered global efforts to transition to a zero-carbon world
 - Engaged in unethical labour practices
 - Contributed to significant environmental degradation

Due diligence procedures must be conducted for all substantial or complex donations, ensuring compliance with College policies and ethical fundraising standards. Additional scrutiny will be applied to international donations and gifts involving legal or financial complexities.

4. Restrictions on Student Donations

To ensure academic integrity and fairness, the College does not accept donations in the following circumstances:

- No donation, regardless of size, will influence admissions, academic records or disputes.
- The College will not accept donations from prospective students or their families during the application process or after receiving a conditional offer.
- Donations from current students or their families must not exceed £10,000 before graduation.
- Pledges from students may be accepted, but it will be clearly stated that the pledge cannot influence academic matters.
- Exceptions may be made for family members of alumni who were previously regular donors.
- Any gifts from students must be reviewed by the Development Committee to ensure compliance with ethical guidelines.

5. Acceptance Authority

- **Gifts up to £20,000:** Reviewed and accepted with basic due diligence by the Director of Development and/or CUDAR.
- **Gifts exceeding £20,000:** Reviewed by the Development Committee and approved by the Bursar.
- **Gifts exceeding £100,000 or complex gifts:** Referred to the College Council.
- **Endowments:** Must be approved by the Governing Body as per College Statute 34.
- **International gifts** or those requiring legal scrutiny must undergo additional due diligence before acceptance.

6. Gift Processing Procedures

6.1 Receiving and Recording Gifts

- Gifts must be directed to the Development Office for processing.
- All gifts should include sufficient donor and designation information.
- Gifts will be recorded in the College's donor database (Amicus).
- The Finance Department ensures funds are allocated according to donor intent.
- A tracking system will be maintained for restricted gifts to ensure proper utilisation.

6.2 Banking and Allocation

- Monetary gifts will be deposited promptly into the College's designated accounts.
- Allocation must align with donor instructions and College priorities.
- Endowed funds will be managed in accordance with College investment policies.

6.3 Acknowledgment and Stewardship

- Acknowledgment letters and receipts will be issued within 7 working days.
- High-value donors receive personalised letters signed by the Principal or Development Director.
- Gift Aid processing will be managed by the Finance Department on a quarterly basis.
- Donors will be provided with impact reports where applicable.
- Regular donor engagement programs will be established to strengthen relationships with benefactors.

7. Types of Acceptable Gifts and Specific Considerations

7.1 Monetary Gifts

- Unrestricted gifts address immediate or strategic needs.
- Restricted gifts must align with College goals and be formally agreed upon.
- Corporate donations must comply with ethical standards.

7.2 Real Estate

- Accepted only after due diligence, including appraisals and liability assessment.
- Must provide a direct or indirect benefit to the College.
- Any real estate gifts requiring significant maintenance will be assessed for feasibility.

7.3 Securities

- Marketable securities will generally be sold upon receipt unless agreed otherwise.
- The College does not accept securities that carry undue risk or restrictions.

7.4 In-Kind Donations

- Equipment, books or artwork must be relevant and usable for academic or operational needs.
- The College may require independent valuation for high-value items.
- Maintenance costs will be evaluated before acceptance.

7.5 Bequests and Planned Gifts

- Encouraged to be coordinated with the Development Office to ensure alignment.
- Reviewed for feasibility and structured to maximise impact.

7.6 Pledges

- Must be documented with clear terms, including payment schedules.
- Reminder notifications will be sent as per agreed timelines.
- Major pledges will be reviewed annually to assess feasibility.

8. Reporting and Reconciliation

- Regular reports on gifts received will be shared between the Development Office and Finance Department.
- Monthly reconciliation of the donor database and financial records will be conducted.

9. Confidentiality and Data Protection

- The College prioritises donor privacy and complies with GDPR.
- Donor information will be securely stored and used solely for development activities.
- The College's Data Protection Statement is available at: www.homerton.cam.ac.uk/dataprotection.

10. Review and Updates

- This policy will be reviewed annually by the Development Committee, Director of Development and Bursar.
- Updates will incorporate best practices, regulatory changes and evolving College needs.
- A bi-annual donor feedback survey will inform policy improvements.