



Reporting and Transparency Policy

Introduction

Homerton College is committed to maintaining the highest standards of accountability and transparency in its development and fundraising activities. This Reporting and Transparency Policy outlines the principles, practices and processes through which the Development Office ensures clear communication with donors, alumni and other stakeholders.

1. Purpose

The purpose of this policy is to:

- Ensure that donors and stakeholders are informed about the use and impact of their contributions.
- Provide clarity and consistency in development reporting.
- Uphold ethical standards in fundraising and donor relations.
- Foster trust and strengthen relationships with the College's supporters.

2. Scope

This policy applies to all fundraising, donor stewardship and reporting activities undertaken by the Development Office at Homerton College.

3. Principles

- 3.1 **Accountability:** Homerton College is accountable to its donors and stakeholders for the responsible and effective use of funds.
- 3.2 **Transparency:** The College will provide clear, accurate and timely information about fundraising activities, financial accounts and the outcomes of funded projects.
- 3.3 **Ethical Practices:** All fundraising and reporting will adhere to the College's ethical guidelines and relevant legal and regulatory standards.
- 3.4 **Respect for Donor Intent:** The College will honour the wishes of donors regarding the use of their contributions, as specified in agreements.

4. Key Reporting Practices

4.1 Financial Reporting

- **Annual Reports:** The College will publish an annual Development Report outlining fundraising achievements, donor contributions and financial allocations.
- **Fund-Specific Reports:** Donors who contribute to specific projects or endowments will receive detailed reports on how their funds were used and the outcomes achieved.

4.2 Impact Reporting

- **Regular Updates:** Donors will receive updates on the impact of their contributions through newsletters, project reports and events.

- **Case Studies:** The College will highlight success stories and the broader impact of philanthropy on students, staff and facilities.

4.3 Data Accuracy

- The Development Office will ensure that all data and information shared in reports are accurate and verified.
- Any errors identified in reports will be promptly corrected and stakeholders will be notified where appropriate.

4.4 Donor Communication

- **Donor Agreements:** The College will establish clear agreements with donors regarding the use and reporting of their contributions.
- **Feedback Mechanisms:** Donors will be encouraged to provide feedback on reports and suggest improvements.

4.5 Confidentiality and Privacy

- The College will respect the confidentiality of donor information and adhere to data protection regulations.
- Reports and communications will be tailored to respect donor preferences regarding anonymity or recognition.

5. Transparency Measures

5.1 Public Information

- Key development and fundraising information will be made publicly available on the College's website, including annual reports and fundraising priorities.
- Transparency statements will clarify how funds are allocated and managed.

5.2 Stakeholder Engagement

- Regular forums, events and meetings will be held to keep stakeholders informed and engaged.
- Open communication channels will allow stakeholders to ask questions and seek further information about development activities.

5.3 Governance Oversight

- The College's Governing Body will oversee the implementation of this policy and the ethical management of development activities.
- Regular reviews will be conducted to ensure compliance with this policy and to make improvements where necessary.

This policy reflects Homerton College's commitment to integrity, transparency and accountability in all development and fundraising efforts. By adhering to these principles, the College seeks to foster trust and maintain strong relationships with its valued supporters.