

Donation acceptance policy

Introduction

1. Anglia Ruskin University (ARU) welcomes and relies upon donations to help underpin ARU's strategic aims and objectives, in particular through the use of such funds to support capital projects, research and enhancing the student experience.
2. This policy covers the solicitation and acceptance of gifts by or in the name of ARU. It seeks to ensure that gifts to ARU are properly received, recorded and administered using appropriate internal controls and that ARU's acceptance and management of gifts are in compliance with external regulations and its fiduciary obligations to donors.
3. For the purposes of this policy, charitable donations and gifts include, but are not exclusively limited to, cash or cheques, property, shares or bonds, tangible personal property (gifts-in-kind), legacy gifts, corporate sponsorship and charitable foundation gifts.
4. While ARU's Board of Governors has ultimate responsibility for the acceptance of donations, they are advised on all matters relating to Development by the ARU Foundation, which is a sub-committee of the main Board. The Trustees of the ARU Foundation are also all members of the main Board of Governors and include the Vice Chancellor and the Chair of the Board of Governors.

Principles

5. ARU subscribes to the [Principles of Practice for Fundraising Professionals at Educational Institutions](#) as approved by the CASE (Council for Advancement and Support of Education) Board of Trustees in July 2014.
6. ARU seeks philanthropic support which is aligned to its strategic aims and objectives but will not accept gifts that:
 - Compromise its status as an independent institution
 - Do not help fulfil ARU's strategic aims
 - Suppress or falsify academic research
 - Limit freedom of inquiry
 - Expose ARU to undue adverse publicity or reputational risk
 - Require unacceptable expenditure of additional University resources
 - Create conflicts of interest which are not fully transparent and managed appropriately
 - Potentially harm ARU's relationships with other donors or stakeholders or inhibit unreasonably, ARU's ability to seek support from other donors

- Undermine ARU's vision and values. These are:

Ambition

We are determined to achieve our goals and continually strive to enhance our University for the benefit of all.

Innovation

We will apply our collective and individual creativity to conceive and develop new ideas, implementing them for the benefit of the communities we serve.

Courage

We are bold in taking the decisions we feel are right, even when it is difficult to do so.

Community

We greatly value working collaboratively, supporting each other and helping everyone to achieve their potential.

Integrity

We do what we say we will do and are fair and transparent in our decision-making and actions.

Responsibility

We take decisions and act in a way which respects environmental, societal and economic considerations, and which best supports those who study and work with us.

7. Gifts will be tested against ARU's current strategy [Designing our future 2017-26](#), copies of which will be made available to donors on request, to ensure that they contribute to its aims and objectives.
8. ARU's Fundraising Policies will be published on ARU's website, and will therefore be freely accessible.
9. The rights of ARU's academic staff to freedom of inquiry and expression are protected under statute and will not be influenced by the donation of a gift. Impartial, independent research, scholarship and teaching are the basis for furtherance of knowledge. ARU supports this principle and will not accept gifts if this is not clearly understood and accepted by all parties.
10. ARU is a charity (HMRC reference: XN 87485) and will observe the requirements of charity law and other relevant legislation in relation to the acceptance and expenditure of donations. The Governors and Trustees delegate this responsibility to the Vice Chancellor and Development Manager, except where careful or exceptional consideration is required in acceptance or refusal of a gift.
11. As ultimate responsibility for the acceptance and refusal of gifts rests with the Board of Governors & Trustees of the ARU Foundation, but is typically delegated to the Vice Chancellor, Director of Marketing and Head of Fundraising, they will ensure that everyone accepting gifts understands and implements this policy. Ethical policy and due diligence procedure on all donations will consistently be applied. Further details are provided in the section below on Delegation of

Authority, starting at paragraph 14.

12. ARU will take reasonable steps to determine the ultimate source of funding for each gift and satisfy itself that the funds do not derive, directly or indirectly, from activity that was or is illegal or which runs counter to the provisions of this policy. Where necessary, it will look beyond charitable trusts and foundations in order to satisfy itself about their ultimate source of funding. The test of compliance with this policy will be taken prior to solicitation wherever possible, rather than at the point of acceptance.
13. Gifts of £10,000 and over must be accompanied by a gift agreement laying out the terms for the donor and the departments involved. Where there is a need, for example in the case of a named and dedicated bursary, gift agreements for lower amounts can also be drawn up. While donors will be offered opportunities for continued engagement with the activities they have funded, the management and governance of those activities will remain solely with ARU.
14. In the event that ARU is unable to put a gift to the use originally intended by the donor, the Head of Fundraising will recommend a course of action for approval by the ARU Foundation Trustees, Governors and Corporate Management Team. If it is reasonably practical to do so, the donor or their next of kin / delegated representative(s) will be consulted about the proposed variation of use.

Delegation of Authority

15. Authority for the acceptance of gifts is delegated through a hierarchy comprising:

- The ARU Foundation and ARU's main Board of Governors
- Vice Chancellor
- Corporate Management Team
- Director of Marketing
- Head of Fundraising

Table 1) (see Appendix) sets out the limits of authority, beyond which matters must be referred upwards through the hierarchy.

16. Where a solicitation or gift is deemed to be unusually complex, demanding or restrictive (as determined by the Head of Fundraising, Director of Marketing, Vice Chancellor, Chair of Governors or ARU Foundation), the matter should be escalated through the approval hierarchy above, to an appropriate level.

Special consideration will be given to gifts exceeding £500 from a current or prospective student or from people known to be in a close familial or personal relationship - in such cases if a gift is made for the direct benefit of the student's actual or prospective department, approval must be sought by the CMT and Vice Chancellor, Governors or Trustees and a declaration of interest should be made at any examination board that considers the student's progression or graduation. (NB. This excludes donations of books to the Library, for example).

Donors who fall into this category will be identified and flagged through the process for research of any new donor as detailed in ARU's Due Diligence policy and procedure – Philanthropic Gifts.

17. The Head of Fundraising will be responsible for providing decision-makers with sufficient facts pertaining to the donation in question, to enable them to come to a fair and informed decision on acceptance.
18. For lower-value (up to £250) regular gifts made through the Annual Fund or any subsequent equivalent scheme, disbursement of these funds will be made through the Course Leaders Extra Curricular Fund (CLECF). The use of all gifts given for the purpose of funding a bursary with specific criteria will be determined by the relevant bursary / award selection panels and in accordance with the stated purpose of the gift.

Transparency

19. ARU will normally publish the names of the donors in the annual Roll of Donors on ARU's website. Where a donor wishes to remain anonymous to the public (not to ARU), every effort will be made to respect that wish, within the limits of the law.
20. The Head of Fundraising will be responsible for the day to day operation and annual review of this policy and all University staff, contractors, and volunteers who are seeking to raise funds in the name of Anglia Ruskin University must work in partnership with the Head of Fundraising to ensure compliance with this policy.

Record Keeping and Accountability

21. The Development Office and the Finance Office are responsible for acknowledging charitable gifts, for claiming Gift Aid on behalf of departmental gifts and for maintaining a proper record of the transaction. The Development Office will acknowledge all gifts in a timely manner and seeks to do so within 3 working days of receiving a gift, with major gifts being acknowledged, where possible, on the day of receipt.
22. Gifts received in a department must be immediately forwarded, along with all pertinent information regarding the gift, to the Development Office. Such information should include:
 - Donor's name and address
 - Gift description, including restrictions on use of the gift
 - Gift date
 - Exact value of the gift, if known, or approximate value if a gift-in-kind
 - A brief outline of how the gift was solicited and details of all parties involved
23. Deans, department heads and other individuals with an interest in a gift are also encouraged to thank donors in their own capacity in consultation with the Development Office.
24. The Development Office is responsible for reconciling the gift database with the Finance department's records (of the ARU Foundation's fund balances, as all philanthropic gifts are normally held in the ARU Foundation). The Development Manager will perform regular quality assurance reviews to ensure that gifts are assigned to the correct accounts and that expenditure meets expressed purposes.

25. This policy complements ARU's Anti Bribery and Fraud Prevention policy and should be read in conjunction with that policy.

Appendix – Tables

Table 1): Limits of authority for acceptance of gifts		
Authority of	Solicitation	Acceptance of Gift and Approval of Gift (subject to paragraph 15)
Head of Fundraising	For any gift between £10,000 and up to £100,000	Gifts valued up to £50,000
VC, VCG, Director of Marketing and Head of Fundraising	For major gifts and campaigns exceeding £100,000 and up to	Gifts valued over £50,000 and up to £1m
VC, Governors & Trustees	See paragraph 15	Gifts exceeding £1m
Trustees & Governors	See paragraph 15	See paragraph 15