

Financial Procedures – Donation Policy

Review by: Policy Committee

1. In terms of Rule 84, Argyll Community Housing Association can, at an Annual General Meeting, ask the Members to decide to donate in the following ways:
 - a) To set aside an amount recommended by the Board to allow the Association to carry out its aims;
 - b) To give an amount recommended by the Board to registered charitable groups and worthwhile causes which further the objectives of the Association.
2. The Association will agree to set-aside a sum annually, generally of £20,000, from the budget for the relevant financial year. This sum is split between ACHA's four Area Committees which each have a budget of £5,000.
3. In considering the criteria to be used in selecting these groups, the Association has to take account of its own objectives as stated in the Rules. A copy of the objectives of the Association are attached to this Procedure Note. The Association can make donations only to charities which are registered with the Office of the Scottish Charity Regulator and which further the objectives of the Association.
4. The Board of Management have agreed that the following procedures are followed when deciding on donations to registered charities:
 - a) ACHA's four Area Committees will consider and decide on allocations of the fund . A pro-forma for consideration of each application has been drawn up (copy attached to this Procedure Note). In the absence of an Area Committee the Board of Management will consider applications from that area.
 - b) The Board of Management have agreed that a maximum of £500 will be available for distribution for each application. No applicant group will be able to make a second application in the same year and priority will be given to new applicants in succeeding years. The Board of Management may review this amount at the same time as the recommendation on the total budget for the year is being considered. Any individual request for an amount exceeding the {£500} maximum will require to be considered by the full Board of Management.
 - c) The charitable organisation making the application must have some sort of housing connection or a connection with the stated objectives of the Association. The Area Committee considering the application may exercise discretion as to how direct a link the connection needs to be and each case will be considered on its own merits on the basis of the information supplied by the applicant.

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5. To ensure the Community Action Fund budget is spent each year it is recommended that applications are considered between May and February of each financial year. Notwithstanding 4b the budget will be closely monitored and if there is likely to be an underspend then previously unsuccessful applications and applications where the full award was not given will be considered by Area Committee members at their February meetings. If after reviewing previous applications there is still going to be an underspend, the budget will be offered to another Area Committee to utilise.
6. If the Association wishes, or is able to, allocate additional sums to the fund, this will require a recommendation to and a Special Resolution passed at the AGM.
7. Publicising of the budget provision will be by way of articles in the Association's Tenants Newsletters.

At the end of each financial year, the Association will issue a press release confirming the uses to which the fund has been put. Successful applicants will be asked to contribute statements which will be incorporated into the press release.

8. Area Committee members will require to take cognisance of Section 15 Guidance of the Governing Body Members Code of Conduct and in particular they must ensure that they do not participate in making any decisions where they have a direct interest.
9. Subject to availability, the Association may have obsolete equipment such as personal computers, monitors and printers which it may donate to worthwhile causes on request. The equipment will have a nil financial value and therefore doesn't fall into the £ 20,000 limit however it is appropriate for the request to be dealt with as part of the Association's donations policy. All equipment will be "cleaned", as in all data removed, however an operating system may be installed. Equipment and any software will not be warranted by ACHA and will not be tested. Responsibility for any licence payments will be the responsibility of the recipient on donation. ACHA will not accept any liability or responsibility on donation for the equipment once it has been donated. All ACHA equipment will have been tested on a regular basis during its ownership by ACHA to comply with health and safety requirements.