



The Bedwyns LINK Scheme  
Registered Charity No. 1052579

## **DONATIONS & GIFTS**

### **Donations policy**

The donations policy is central to the service provided by Link Schemes and is also a requirement of the grant aid from the statutory authorities. Grants from the local authorities help to meet the shortfall between donations and costs.

Link Schemes offer 'Good Neighbour' support to the most vulnerable and the service should be available to all regardless of means to those in local communities. This can be transport to essential appointments or simple neighbourly tasks. Clients are not charged for the service they receive but are requested to make a donation towards BLS costs. This donation is placed anonymously in a small brown envelope and is entirely voluntary. In practice, donations make up a considerable proportion of the income for most Link Schemes

Volunteers cannot legally ask for a payment from clients, but journeys undertaken on behalf of statutory bodies or other voluntary agencies may be charged for at the current mileage rate plus administrative costs. Issuing an invoice will be necessary.

Guidelines can be given as to the cost of a journey. This covers administrative costs as well as the reimbursement of mileage costs for use of vehicle.

All donations to be placed in envelopes provided and passed to the Treasurer.

Financial responsibility for the Link Scheme rests with the Treasurer and the management committee.

### **Gifts Policy**

Volunteers may face a situation where a client wishes to give a personal gift. As a general rule volunteers must decline by saying that gifts are not allowed because that negates the essence of being a volunteer. However, a token gift such as a box of chocolates or flowers at Christmas time or on a birthday, may be accepted and duly recorded in the monthly activity sheet. The cash value should not exceed £10.

Cash gifts, however small, should not be accepted by individual volunteers. If this is unavoidable the amount must be entered in the monthly activity sheet as a donation. Donations to the BLS should be passed on to the Treasurer and shall be duly recorded and acknowledged. Gift Aid information will be provided.

The expected outcome of this policy avoids exploitation of vulnerable clients and protects volunteers from accusations of malpractice.