



Smock Alley Theatre Donor Charter

As an organisation with charitable status under the Charities Act 2009, Smock Alley Limited aims to comply with the Statement of Guiding Principles for Fundraising drawn up to meet the requirements of the Act.

Donors

Donors are assured that their gifts will be used for the purposes for which they are given. Smock Alley Theatre will respect the rights of donors to be informed about the purposes for which it is fundraising: to be informed about how their donations are being used: and to have their names deleted from mailing lists of databases if so requested.

Use of Donations

In raising funds, Smock Alley Theatre will accurately describe its activities and needs. Smock Alley Theatre's policies and practices will ensure that any donations received will be used solely to further Smock Alley Theatre's objectives. Where donations are made for a specific purpose, the donor's request will be honoured. If Smock Alley Theatre invites the general public to donate for a specific purpose, then Smock Alley Theatre will have a plan for handling any shortfall or excess.

Disclosure

Donors will have the right to be informed of the status and authority of those soliciting donations.

Organisational Independence

Smock Alley Theatre will record and publish in the Annual Report and the Statement of Annual Accounts details of any individual gifts, including gifts-in-kind; where Smock Alley Theatre judged that those gifts may be construed to have the potential to influence the independence of the organisation's decision making. While Smock Alley Theatre is not obliged to accept anonymous donations, where anonymity is requested by a donor, this will be respected. If the donation is accepted, the other details of the gift will be recorded and published (such that anonymity is preserved).

Third party and volunteer fundraisers

At present Smock Alley Theatre does not use third party or volunteer fundraisers but if it does so it will seek to ensure that any donations sought are solicited and received in full conformity with Smock Alley Theatre's own standards and practices. This will normally be the subject of a written agreement between the parties.

Feedback procedure

Feedback is dealt with promptly on receipt. If the matter is a serious one it is referred to the Director. If the Director considers that a complaint should be brought to the attention of the Board he will inform the Chair who will place it on the agenda for the next Board meeting. Any action decided by the Board will be implemented by the Director.

Financial Controls

Smock Alley Theatre's internal financial control procedures ensure that all funds are used effectively and minimise the risk of the funds being misused. Smock Alley Theatre follows the principles of best practice in financial management. An Annual Report and a Statement of Annual Accounts will be freely available to the public.

External auditor

The Board of Smock Alley Theatre has appointed an external auditor.

Human Resources

Smock Alley Theatre's human resource policies conform fully to the relevant national and international labour regulations.

Equality

Smock Alley Theatre adheres to equality legislation and does not tolerate discrimination in any form.

Fundraising Procedures

Funds are raised annually, applied for on an annual basis, or are sought by Smock Alley Theatre staff. All donations are recorded in the accounting system, receipts are issued and donors are acknowledged in brochures, programmes, or on the web site. Smock Alley Theatre will indicate its commitment to best practice in fundraising by stating it in relevant public communications (annual reports, website, brochures and programmes).

The Board of Smock Alley Theatre will re-assess its fundraising strategy on a regular basis and will ensure that the activities of Smock Alley Theatre are focused on achieving the objectives set out in the Memorandum and Articles of Association and that those are translated into a vision, policy, strategies and budget. It will ensure that Smock Alley Theatre has the means to adequately control the way it functions and to alert it to, and cope with, any risks in good time.

Smock Alley Theatre will indicate clearly the purpose for which the funds raised will be used. In the case of Smock Alley Theatre being in receipt of funds restricted to certain purposes or projects and where it cannot realistically apply the funds within a reasonable timeframe to that purpose or project, Smock Alley Theatre may allocate those funds for a purpose as close as possible to the original intended purpose. This change should be communicated to donors, and where practical the specific donor should be informed.