

Financial Control, Antibribery and Acceptance of Donations Policy

Payments

1. As a general rule, all payments made by the Trust will be subject to dual authorisation with two named trustees needed to authorise payments from the Trust's bank accounts. On rare occasions, direct debits may be set up but these will also require two authorised signatories

Expenses

2. Expenses for volunteers and contributors need to be approved by two trustees and paid via the dual authorisation process mentioned in paragraph 1.
3. In normal operations, trustees do not claim expenses for any activities in relation to their work as trustees or the operation of the Trust. Any exception to this rule involving a payment to a trustee will require written agreement with two other trustees and be subject to the dual authorisation process mentioned in paragraph 1.

Anti-bribery

4. Trustees and volunteers of the Foundation may not accept personal gifts or hospitality from suppliers, contributors or other organisations that the Trust does business with, except in the following circumstances:
 - a) Trustees and volunteers may accept hospitality in association with carrying out their duties (for example, a business meeting with catering). Where the value of this hospitality is over £20 per person, it should be registered on the gift register. The maximum value of this hospitality should not exceed £60 per person unless otherwise agreed with the Treasurer or Chair.
 - b) Trustees and volunteers may accept gifts valued below £10.
 - c) Trustees and volunteers may accept payment from other organisations that they might otherwise claim from the Trust (for example, train tickets to visit another organisation's office).
9. Trustees and volunteers should not offer gifts to suppliers, contributors or other organisations the Trust does business with, except in the following circumstances:
 - a) Trustees and volunteers may pay for hospitality (such as a meal or refreshments) in association with carrying out their duties (for example, a business meeting with catering). Where the value of this hospitality is over £20 per person, it should be registered on the gift register. The maximum value of this hospitality should not exceed £60 per person unless otherwise agreed and should not exceed paying for 4 external people for every Trustee or volunteer.

Acceptance of sponsorship, grants and donations

10. The Somerscience Trust is a UK charity, that relies on income from sponsorship, grants and donations to deliver its annual programme of activities. It actively seeks financial support for its activities. The paragraphs below define what circumstances such sponsorship, grants or donations might not be accepted.
11. Organisations may provide a financial contribution to the Trust in the form of a grant, sponsorship or donation, in return for which they may gain certain benefits. These will typically include reference to their financial contribution (and use of their logo) in published information (in print and online) about the Somerscience Festival or other activities of the Trust.
12. The Trust will not accept funding from organisations which:
 - a) Violate international conventions that bear on human rights;
 - b) Have missions counter to the aims and objectives of the Trust;
 - c) Have the potential to diminish the reputation of the Trust; or
 - d) Are seeking a level of influence over an event organised by the Trust that might call into question the values of the Trust.
13. The Chair of Trustees will make this determination. For potentially controversial decisions, s/he will seek agreement from the Trustee Board.
14. Individuals may provide donations to the Trust. The Trust will seek to maximise the value of the gift by asking the donor to complete a Gift Aid declaration.
15. The Trust will not accept any gift which is deemed to have been funded through activities which:
 - a) Are unlawful;
 - b) Violate international conventions that bear on human rights;
 - c) Lead to a conflict of interest with the ethics and principles of the Trust;
 - d) Require an action or actions on behalf of the Trust which are deemed illegal;
 - e) Could constitute money laundering;
 - f) Harm the Trust's reputation; or
 - g) Constitute any form of bribery, including any procurement contracts present or future.
16. The Chair of Trustees will make a due diligence assessment for any donation from an individual above £1000. For potentially controversial decisions, s/he will seek agreement from the Trustee Board.
17. The Trustees reserve the right to decline sponsorship, donations or grants from any organisation or individual and return their funding.