

Donor Charter

As an organisation with charitable status under the Charities Act 2009, the Civic Theatre Company Limited aims to comply with the Statement of Guiding Principle 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. The Civic 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 or databases if so requested.

Use of donations

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

The Civic 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 the Civic Theatre judges that those gifts may be construed to have the potential to influence the independence of the organisation's decision making. While the Civic 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 the Civic 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 the Civic Theatre's own standards and practices. This will normally be the subject of 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 Artistic Director. If the Artistic Director considers that a complaint should be brought to the attention of the Board he will inform the Chairman who will place it on the agenda for the next Board meeting. Any action decided by the Board will be implemented by the Artistic Director.

Financial controls

The Civic Theatre's internal financial control procedures ensure that all funds are used effectively and minimise the risk of the funds being misused. The Civic 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 the Civic Theatre has appointed an external auditor.

Human Resources

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

Equality

The Civic 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 the Civic 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. The Civic 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 the Civic Theatre will re-assess its fund raising strategy on a regular basis and will ensure that the activities of the Civic 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 the Civic Theatre has the means to adequately control the way it functions and to alert it to, and cope with, any risks in good time.

The Civic Theatre will indicate clearly the purpose for which the funds raised will be used. In the case of the Civic 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, the Civic 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 donors should be informed.