



Donations & Legacies

1. Background

ATD is committed to transparency, respect for donor intent, and effective stewardship of all donations and legacy gifts.

2. Objectives

Given the Abbeyfield movement's structure, with all independent Abbeyfield Member Societies operating under similar names, this policy sets out how we ensure gifts are handled appropriately, with clear attribution, legal compliance, and donor confidence.

- Demonstrate compliance with Housing Ombudsman expectations and, where relevant, the Regulator of Social Housing and Charity Commission.
- Provide clarity for residents, staff, trustees, and volunteers.

3. Scope

This Policy applies to:

- All monetary and non-monetary donations and legacies received by ATD.
- Joint or local fundraising campaigns.
- Situations where donations are mistakenly made to ATD instead of Abbeyfield England (or vice versa).

The policy does not cover gifts or wills left to an individual who work for or is associated with the Society; please refer to the Gifts, Wills, and Legal Matters Policy (LG021P).

4. Policy

4.1. Misidentification Risks and Donor Intent

Because "Abbeyfield" is used by both the national body and many local societies (e.g. Abbeyfield The Dales Limited) there is potential for confusion. To avoid such confusion:

- All ATD communications will clearly identify the charity by full legal name and charity number (Abbeyfield The Dales Limited, Charity No: 1160258).
- A dedicated web page or print materials will provide donor guidance and example will wording, including recommended legal wording for Wills (see 10.1).

4.1.1. Reviewing Donations and Legacies

If ATD receives a donation or legacy where the intended recipient is unclear, for example if the donor only references "Abbeyfield, we will:

1. Review donor documentation (will, letters, etc.).
2. Contact the donor or their representatives, if possible.
3. Consider the donor's known affiliations, such as residency at a local Abbeyfield home.
4. Notify Abbeyfield England if the gift may relate to them or another society.
5. Facilitate the transfer of funds where donor intent is reasonably clear.
6. Document all actions and rationale and provide a copy to Abbeyfield England.
7. Escalate complex cases to Abbeyfield England and resolve jointly.

ATD will only retain funds where there is clear evidence of local intent, or where clarification is not possible after reasonable efforts.

4.2. Accounting & Reporting

- All donations must be properly accounted for and correctly allocated. ATD will follow all legal and accounting requirements in the administration of donations.
- All monies must be lodged at the earliest date to ATD's general bank account and analysed as Donations and Legacy Income.
- Donations and bequests should be acknowledged promptly in writing and donors thanked. If consent is given, donations and legacies will be acknowledged publicly.
- Donations and legacy income will be reported to the Society's Senior Leadership Team, Board of Trustees and, where relevant, Abbeyfield England.
- The Annual Accounts and Report of ATD will include details of all donations and bequests received and, if appropriate, how they have been utilised.

4.2.1. Gift Aid

- ATD will claim Gift Aid on all eligible donations it receives directly, where appropriate and where donor consent is in place.
- Where Abbeyfield England receives funds that are clearly designated for ATD, AE will transfer the gross donation together with sufficient donor information (where consent is given) so that ATD can process any eligible Gift Aid claim.
- AE will not normally process Gift Aid on behalf of Member Societies unless specifically agreed.

4.3. Use of Funds

Donations and bequests should be applied according to the donor's wishes.

Unrestricted gifts will be used ATD to support local charitable purposes. A decision on the appropriate use of unrestricted donations or bequests will be made at the time the gift is received.

Restricted gifts will be used only for the stated purpose.

Redirection of gifts to Abbeyfield England or another society will be processed without charge.

Where the application of the donor's wishes would present practical difficulties, agreement to a suitable alternative purpose will be sought with the donor or their executor.

Donations or bequests of a general nature not exceeding £1,000 may be utilised at the discretion of a member of the Senior Leadership Team. Amounts exceeding £1,000 will be utilised at the direction of the Board of Trustees.

4.4. Ethical Acceptance

Donations or legacies may be declined or returned if:

- They conflict with ATD's charitable objectives or values.
- They impose conditions that cannot reasonably be met.
- Accepting the gift would create reputational or legal risk.

4.5. Responsibilities

- Trustees and staff involved in fundraising or legacy management will receive regular training.
- The Chief Executive or Financial Controller are the lead contacts for all legacy and donation matters.
- The Board of Trustees receive reports on legacy income and reviews policy compliance.
- Abbeyfield England must be informed if:

- Donor intent is unclear.
- A donation is redirected to another Abbeyfield body.
- A dispute or ethical concern arises.

5. Finance, Value for Money & Social Value

This Policy has no direct procurement activities associated with its operation; however, an effective policy will ensure the efficient and effective use of the ATD's staff time and resources, help protect service users from financial abuse (and thus mitigate the circumstances which may lead to litigation).

6. Supported Appendices

N/A

7. Linked Policies

Gifts, Wills, & Legal Matters (LG021P)

8. Legislation/Regulation

N/A

9. Review

Every 2 years, subject to any regulatory or legislative updates, or following any major organisational change, or sooner if Abbeyfield England updates its national policy.

10. Procedure/Guidance

10.1. Recommended Legal Wording for Wills

- **To support a local Abbeyfield Member Society:**
"I give [the sum of £_____] [the residue of my estate] to The Abbeyfield The Dales Limited, Registered Charity Number 1160258, of Grove House, 12 Riddings Road, Ilkley LS29 9BF, for its charitable purposes."
- **To support Abbeyfield England (the national charity):**
"I give [the sum of £_____] [the residue of my estate] to Abbeyfield England, Registered Charity Number [insert], of [insert address], for its general charitable purposes."

10.2. Example Scenarios

- **Scenario A**
A will states: "£10,000 to Abbeyfield." The deceased lived in an Abbeyfield Society home. Abbeyfield England receives the gift.
→ Abbeyfield England contacts the executor and the Society, confirms likely intent, and arranges transfer.
- **Scenario B**
A donor contacts ATD to support "Abbeyfield in general."
→ Staff explain the distinction and confirm whether the gift is to Abbeyfield The Dales Limited or Abbeyfield England.
- **Scenario C**
A legacy names "Abbeyfield, Charity Number 111111" — which matches Abbeyfield England's legal details.
→ Abbeyfield England accepts and processes the gift.
- **Scenario D**
ATD receives a bequest to "Abbeyfield" but there does not appear to be any direct

connection with its homes or location.
→ Refer to Abbeyfield England for consideration.