

**Donated Goods Policy**

**Background**

Donations of items to TPHP come from a variety of sources; Individual items given by the general public, clearances or job lots given by organisations or companies, items sought out by TPHP staff and volunteers are sourced and the owner donates them. These items range from out-of-date foodstuffs, to nearly new electronics, to office supplies to clothing and furniture and everything in between.

TPHP periodically holds clothes and goods sales as a fund raising activity, donates items to individuals where a need is seen by TPHP manager, sells items where there is a potential to realise an income and makes use of items where they can add value to TPHP activities (such as refrigerators, or laptops). Items of less value are donated on by TPHP to local charity shops and clothes processors.

Given the intention of TPHP to receive, sort and process more of such items under its “Reduce, Reuse, Repair, Recycle” strategy, and an increasing number of volunteers involved in processing them, who themselves are potential TPHP customers, it is appropriate to have a policy on the management and disposal of donated items. This will then serve to build confidence amongst potential donors that their donations are used to best effect in the interests of TPHP services and raising as much money as possible. It will also protect and bring confidence for staff and volunteers to handle donated goods.

**Scope of policy**

This policy relates to items donated to TPHP, which are not TPHP assets and were given with the intention of supporting the charity or service users.

Policy to be reviewed 12 monthly as TPHP gains more experience of management of donated goods.

**Principles**

* Once an item is donated or received, it becomes the property of TPHP.
* Where a condition, or promise or wish is attached to the donation, TPHP staff and volunteers will endeavour to fulfil such intentions, but is not bound to do so, should a better use or purpose for the item be identified by the TPHP manager, who will act in the interests of TPHP at all times.

*Donations Policy Continued:*

* If a donated item is slated for sale by TPHP manager or delegated person, staff and volunteers may purchase said item, at the “retail” price identified by TPHP manager or delegated person.
* TPHP will only accept items that have potential either as a sale item, or an item that can be donated to improve the life of the person receiving it. Donated items have the potential to incur a cost in their storage or disposal, which may make them unfeasible to receive.

**Process**

* **Triage**

Once an item is received, TPHP manager or delegated person decides what purpose the item has, and it is stored, labelled or otherwise identified as being purposed in that way (i.e. for resale, for donation, for use by TPHP.

* **Pricing & Sale**

Where an item is identified as being for sale it will be priced in a way that will both gain the most value for TPHP and not be stuck as “dead stock” on TPHP premises.

Pricing of items is carried out by TPHP manager or her/his delegate, and is based on sold eBay prices for similar items or 25% of retail price for the item as new, whichever is the higher and more appropriate.

All electrical goods must be checked and marked appropriately as PAT tested at point of sale.

TPHP staff, volunteers, trustees may purchase items identified as for sale prior to the item being offered to the general public, provided a price has already been set by TPHP manager or her/his delegate.

Where an item has not sold after having been on public offer for a reasonable length of time, it may be discounted or donated or disposed of, at the discretion of TPHP manager or her/his delegate.

Income generated through the sale of donated items will be recorded and identified as such, will be credited to general income for use as unrestricted income for TPHP.

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