



Registered Charity No. 1160372

Jubilee Church Due Diligence and Anti- Money Laundering Policy

This policy covers all consideration of the church including documentation of policies, accounting entries and staff policies.

In accepting assets, it is our policy to accept gifts with a net market value

The Church will sensitively and proactively take every reasonable step to ascertain the source of financing by a donor above an annual agreed limit of £10k.

For all single donations above £5K, the Church will sensitively and proactively take every reasonable step to ascertain the source of financing by a donor.

As part of our due diligence checks for donations that fall within the above stated criteria (>£10K annual limit or >£5K single donation), the donor maybe contacted by the Finance Director, a Pastor or the Financial Controller to confirm the source of the income. We may also carry out a background check.

A database will be kept of regular high donors, hence the need to avoid constantly contacting such known donors for such sensitive matter e.g. where a person's source of income is well known to the church as evidenced by e.g. known business owner, rental income, tax returns, company house records.

Signed: Peter Okenabirhie _____ (Trustee Policy Sub-Committee)

Signed : Tope Koleoso _____ (Chair of Trustees)

Policy Approved November 2023