

# Surplus Stock Policy

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## 1. Policy Statement

- 1.1 All donations of goods given to the Donations Hub should be given to those in need, who have been referred by a designated referral agency. However, there are occasions when there is surplus stock and this may be dealt with in accordance with this policy.
- 1.2 The Donations Hub manager has the right to discard items donated if they are in poor condition. Items should be recycled where possible.

## 2. Definition

- 2.1 Stock is considered as surplus when it meets at least one of the following criteria:
  - i. If there is an expiry date on the item and there is less than one week until this date is reached.
  - ii. If there is an excessive number of items which the Donations Hub Manager or Chair of Trustees regards as being highly unlikely to be required/requested by customers of the Hub over the coming 4 months.
  - iii. If the quantity of certain items requires too much space, negatively impacting upon the efficiency/effectiveness of the Donations Hub.
  - iv. If a specific item or type of item has not been selected by a beneficiary within a 4 month period.
  - v. The items donated do not fit with the needs and aims of the Donations Hub.

## 3. Procedure

- 3.2 Surplus stock should be identified by the Donations Hub Manager.
- 3.3 A basic record of surplus stock should be kept.
- 3.4 Surplus stock can be dealt with in the following ways:
  - i. Passed on to another local charity shop.
  - ii. Offered to Ferry Project staff via email notification. Donations should be requested for items taken.
  - iii. Offered to The King's Church Congregation via email notification and/or announced during a Sunday service. Donations should be requested for items taken.
  - iv. Where it is appropriate certain items may be sold.