



Tool 7: Know your donor

Suspicious donations log	
Name of donor	<input type="text"/>
Amount of donation	<input type="text"/> Date received <input type="text"/>
Form of donation (eg cheque, direct transfer)	<input type="text"/>
Name of bank	<input type="text"/>
Sorting code & account number	<input type="text"/> BACS reference <input type="text"/>
Account name	<input type="text"/>
Name of cheque signatory	<input type="text"/>
Currency used	<input type="text"/>
Nature of suspicion/ reason for query	<input type="text"/>
Any previous donations from this source?	<input type="text"/>
Any conditions attached to donation?	<input type="text"/>
Action to be taken (indicate all that apply)	<input type="checkbox"/> Report to police (state crime ref number) <input type="checkbox"/> Report to Charity Commission <input type="checkbox"/> Report to HMRC <input type="checkbox"/> Refuse donation <input type="checkbox"/> Other action (record overleaf or attach)