


<b>Title</b>	<b>Fundraising, Donations, Gifts &amp; Bequests Procedure</b>			
<b>Department</b>	Management	<b>Section</b>	Finance	
<b>Approved by</b>	Executive	<b>Executive Responsible</b>	CEO and Board of Directors	

**Purpose:**

**Fundraising, specific fund allocation for improvement projects under \$50,000 and Donations:**

**All Team Members/Community Members/Residents/Clients/Patients and Family Members:**

- Can nominate via an opportunity for improvement or comment / complaint concern form or an opportunity to improve the unit they are visiting or working in.
- Can support any fundraising activities that are undertaken to allow Rural Northwest Health to improve the services they deliver.
- Can make a donation for a specific project or to go toward a specific project (as per the 'Fundraising Needs register').
- Can organise a fund raising activity to assist with the collection of the necessary funds for a project once approved by the appropriate position/governance committee.
- Ensures any raffles or fundraising activities do not contravene local government and State lottery department rules.

(Victorian Commission for Gambling and Liquor Registration VCGLR states "Any person who conducts a raffle on behalf of a community or charitable organisation must have written consent of the governing body of that organization"


<https://www.vcglr.vic.gov.au/gambling/community-and-charitable-gaming/apply-new-licence/application-process-and-requirements>)

**Unit Manager/Manager in charge of a department:**

- Works with the team member, the executive management team and the community to ensure that opportunities for improvement are identified and that approved project plans are put in place to support the improvement.
- Complete the '**Request for management approval to include the project on the fundraising needs register**'. This will then be included on the Capital Expenditure budget
- Works with the Executive team and the Marketing and Events coordinator to apply for funds from appropriate sources.
- Works with the Finance team to ensure that funds are allocated to the correct cost centre and that if necessary funds are rolled over to the next financial year if the project is not completed. If they receive a donation from a family member for the unit that they work in, they speak to the family member about:
  - How they would like the funds to be utilised (with staff referring to the equipment and projects on the fundraising register)
  - If they would like to be publically recognised (i.e. Rural Northwest Health Annual Report)
  - If the family member is not specific in how they wish the funds to be used and the unit is fundraising for a specific item (as per fundraising register), they can ask if the funds can be contributed to that specific item of equipment or project.
  - Thank them for their donation via a letter from the Manager, Executive or CEO
  - Ensure the funds are banked and allocated to the correct project item

**Finance Team:**

- Ensures that funds raised and spent are allocated to the appropriate cost centre.
- Ensure appropriate approval process of funds to be spent is adhered to and documented
- That the delegation and authority matrix is adhered to throughout process
- That the item is recorded on the capital asset register / capital expenditure plan.

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- Ensure when cash or cheque donations are received they are provided to the Rural Northwest Health Finance department (Cheque and cash donations to be directly given to Finance with fundraising register form and relevant equipment / project identified. Direct debit receivable of monies can be made available upon request)
- Rural Northwest health is registered as deductible gift recipients (DGR) and donations are tax deductible.

#### **Executive Team:**

- Identifies any opportunities for improvements and if there is any potential funding opportunities through government funding grants, private organisations or philanthropic trusts.
- Works with the Board of Directors to ensure that they are aware of projects that are aligned to the strategic goals.
- Ensures that projects are completely funded before they commence.
- Ensures that any donations are allocated to the correct department and thanked appropriately. Ensures that the Board of Directors are aware of any bequests that are sent through to Rural Northwest Health. If the funds are not specifically tied to a department, they work with the Board of Directors to ensure the funds are allocated appropriately for the benefit of all of Rural Northwest Health.


#### **Board of Directors:**

- Works with the Rural Northwest Health team members, the executive management team and the community to ensure that major opportunities for improvement are identified and that approved project plans are put in place to support the **improvement**.
- Ensures that activities are aligned to the Rural Northwest Health strategic goals
- Endorses how bequests for Rural Northwest Health are allocated and if appropriate communicate funds allocation and thanks to benefactor and/or Executor of bequest.
- Approves fundraising activities for projects in excess of \$50,000.
- Have oversight for recognition or naming rights associated with donations, community contributions to the hospital.

#### **Major Fundraising Activities for projects in excess of \$50,000:**

##### **Board of Directors:**

- Approves Rural Northwest Health fundraising strategies.
- When undertaking targeted fundraising activities in line with the Rural Northwest Health fundraising strategy, a documented proposal to the Board of Directors must include:
  - Compliance to relevant State and Commonwealth legislation (i.e. need a VGCLR permit for raffles with a prize value greater than \$5000)
  - Fundraising activities /events to be undertaken.
  - Auxiliaries and philanthropic trusts that are to be approached.
  - A media strategy.
  - Recognition or naming strategy
- Determines outcome to be achieved with the fundraising and benefit to resident/client/team members/community, Rural Northwest Health:
  - Rural Northwest Health financial commitment to support the fundraising.
  - Any risks associated with fundraising.
  - How it aligns to the BOM fundraising strategy.
  - Timelines.

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**Offered gifts, benefits and hospitality:**

**All Team Members:**

- Do not, for themselves or others, seek or solicit gifts, benefits and hospitality.
- Refuse all offers of gifts, benefits and hospitality that:
  - are money, items used in a similar way to money, or items easily converted to money (outside of raffles as per above).
  - give rise to an actual, potential or perceived conflict of interest;
  - may adversely affect their standing as a public officer or which may bring their public sector employer or of the public sector into disrepute; or
  - are non-token offers without a legitimate business or personal benefit.
- Declare all non-token offers (valued at \$50 or more) of gifts, benefits and hospitality (whether accepted or declined) on the Rural Northwest health register, and seek written approval from their manager or organisational delegate to accept any non-token offer.
- Refuse bribes or inducements and report inducements and bribery attempts to the head of the public sector organisation or their delegate (who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission).
- Team members may receive small gifts of appreciation such as a box of chocolates from their clients/residents for the work they have done. These gifts are acceptable if the appreciation being shown for a service provided, and declining the gift could cause embarrassment or offense.
- If a team member is offered a gift individually from a client/resident or family member that is of value in excess of \$50.00 they must declare the gift on the *Form.197 - Gift Declaration Form* whether they accepted, it or not .
- Team members to forward Gift Declaration Form to the Executive Assistant and this will be recorded on the Rural Northwest health gifts register.
- Team members who fail to declare gifts in excess of \$50.00 will face disciplinary action.

**Unit Manager:**

- Should share any gifts such as chocolates received from clients/residents or family members with all team members and ensure team members are aware who the gift is from.
- Records thank you on OFI/CCC register and reports this at team members and resident and relative meetings.


**Executive Assistant:**

- Register all gifts on Rural Northwest Health register which is stored on CQI folder on S Drive and displayed on the Rural Northwest Health website as per the Department of Health and Human Services Gifts, benefits and hospitality policy.
- Signs bottom of the Man Form.197 - Gift Declaration Form after adding to register.
- Ensures record is attached to Board of Directors agenda when required.

**Providing gifts, benefits and hospitality:**

**All Team Members:**

- Ensure that any gift, benefit and hospitality is provided for a business purpose in that it furthers the conduct of official business or other legitimate organizational goals
- Ensure that any costs are proportionate to the benefits obtained, and would be considered reasonable in terms of community expectations.

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- Ensure that when hospitality is provided, individuals demonstrate professionalism in their conduct, and uphold their obligation to extend a duty of care to other participants.

#### Outcome:

Rural Northwest Health will ensure all fundraising, appeals and other forms of public or private collection or receipt of funds, gifts and other contributions to Rural Northwest Health will comply with relevant Federal and State and local government Legislation.

Team members will understand and comply with Rural Northwest Health fundraising, donations, gifts and bequests procedure.

Rural Northwest Health engages the community in supporting the work of the health service through a coordinated approach to all fundraising activities.

#### Document Links:


- [Form.197 - Gift Declaration Form](#)
- [Flow Chart.104 – Fundraising Workflow](#)
- [Form.306 - Gift & Benefit Register](#)
- [Form.307 – Request for Management Approval to include the project on the fundraising register](#)
- Comment Complaint and Compliment Form – Hard copy

#### Linked Policies and Procedures:

- [Conflict of Interest Procedure](#)
- [Procurement Procedure](#)

#### Definitions:

- **Bequest** - a gift of money, equipment or property bequeathed by will.
- **Capital Appeal** - a time-limited fundraising activity for a particular capital item or project.
- **Donation** - a gift of money
- **Fundraising** - profits generated from fundraising special events, raffles, bingo etc.
- **Gift** - are free or discounted items and any item that would generally be seen by the public as a gift. These include items of high value (e.g. artwork, jewelry, or expensive pens), low value (e.g. small bunch of flowers) and consumables (e.g. chocolates).
- **Gifts in kind (GIK)** - a non-monetary gift for the benefit of the health service.
- **Hospitality** - is the friendly reception and entertainment of guests. Hospitality may range from light refreshments at a business meeting to expensive restaurant meals and sponsored travel and accommodation.
- **In memoriam** - a donation received in lieu of flowers or in memory of a deceased person.
- **Non-token offer**- is an offer of a gift, benefit or hospitality that is, or may be perceived to be by the recipient, the person making the offer or by the wider community, of more than inconsequential value. All offers worth more than \$50 are non-token offers and must be recorded on a gift, benefit and hospitality register.
- **Reportable Gifts** - Reportable gifts are those that must be reported, typically on a gifts declaration form and/or a gifts register. At a minimum, reportable gifts include accepted gifts, benefits and hospitality that exceed a nominal value. This could also include gift offers of any value, whether they are accepted or not. The gifts may have been offered to a team member directly or extended to them as a guest of their partner or other close relations.
- **Sponsorship** - financial or in-kind support negotiated resulting in mutual benefit.

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- **Token offer** - is an offer of a gift, benefit or hospitality that is offered as a courtesy or is of inconsequential or trivial value to both the person making the offer and the individual. Whilst the primary determinant of a token offer is that it would not be reasonably perceived within or outside the organisation as influencing an individual or raising an actual, potential or perceived conflict of interest, it cannot be worth more than \$50 (including cumulative offers from the same source over a 12-month period).

#### References:

- [ATO Requirements for tax deductibility of donations](#)
- [Fundraising Appeals Act \(1998\)](#)
- [Fundraising Appeals Regulations \(1999\)](#)
- [Gambling Regulation Act \(2003\)](#)
- [Gifts, benefits and hospitality policy framework \(Victorian Public Sector 2016\)](#)
- [Community and charitable gaming/apply-new-licence/application process and requirements](#)

#### Standards:

- ACS – Standard One - Management systems, staffing and organisation development
- CCC – Standard One – Effective Management
- NSQHS – Standard One – Governance for Safety and Quality