

POLICY for
Monetary Donations Acceptance
& Treatment



1. PURPOSE AND SCOPE

Monetary donations are a major source of funds for ANZGITA's operations. ANZGITA welcomes donations from individuals, organisations and philanthropic funds that support our Mission. This policy describes how ANZGITA will manage all aspects of monetary donations management from sourcing through to reporting back to donors on usage.

The following donations or similar are not covered by this policy:

- Donations of equipment, materials and any associated services. A separate policy – Equipment Donations Policy – covers those forms of donation.
- Provision of equipment, materials or services at a highly significant discount to list price (noticeably greater than would be offered to industry)
- Sponsorship arrangements
- Grants from government bodies (as these will be managed in compliance with the body managing the grant process).

2. SOURCING OF DONATIONS

ANZGITA welcomes donations from individuals, philanthropic funds, businesses and other organisations that support our mission.

ANZGITA will actively solicit potential donors in an ethical manner.

ANZGITA directors and any other person working on our behalf will ensure they use accurate information and are honest with prospective donors. We will not omit relevant information. Representations will accurately reflect our planned use of the solicited funds.

Potential donors will be advised that ANZGITA is a Deductible Gift Recipient under Australian tax law and all donations over \$2 are tax deductible. Beyond this statement, no taxation advice will be given to donors.

3. DONATION ACCEPTANCE

ANZGITA accepts with sincere appreciation donations and gifts in the form of cash, bequests and other valuable monetisable items, e.g. securities, consistent with the principles identified in this policy.

We shall only accept funding that is consistent with our mission, does not compromise our core principles, and does not restrict our ability to address relevant issues freely, thoroughly, and objectively. All programs and projects are designed to meet our mission and never designed simply to meet the needs of a funding source.

Exclusive support of ANZGITA functions and projects is subject to the agreement of the Board. Proposals for exclusivity will receive special attention to ensure that they are

consistent with the preceding paragraph and, in particular, that ANZGITA's interests are not harmed due to the exclusion of other stakeholders.

ANZGITA will not accept donations from companies whose products are known to be harmful to personal health or that incorporate materials or services that are sourced from developing countries in an exploitative manner.

ANZGITA will not accept any donation that implies or requires endorsement of products.

While staying consistent with the above statements, the following situations are acceptable if reached in advance of a donation and with the agreement of the Board:

- Allocation of donated funds to a specific project or program by request of a donor;
- Donor restrictions on how funds from the donation may be used.

ANZGITA has the right to approach a donor to request a variation to an agreement made in regard to the allocation of donated funds.

The ultimate responsibility for accepting donations to ANZGITA rests with the Board.

4. DONATION ACKNOWLEDGEMENT

All donations will be acknowledged by a letter or email from the Chair along with a receipt.

Forms of public acknowledgement will be agreed with the donor and be subject to privacy and confidentiality agreements related to the donation. Although not necessarily applied in all cases, forms of acknowledgement include:

- Acknowledgement on ANZGITA website's donations page including agreed placement of the logo of the donating organisation.
- Acknowledgement in our newsletter.
- Acknowledgement in the Donors section of the Annual Report.
- Acknowledgement on general promotional material and on material used in relation to the program(s) on which donated funds are used.

The logo of a donor organisation will only be used in manners agreed with the donor.

Usually, permission to use the ANZGITA logo in direct relation to communicating the donation on the donor's website and in published materials will be given to a donor. The year of donation must be clear in all communications. Donor organisations are not permitted to use ANZGITA's name, logo or other ANZGITA identifiers for commercial endorsement purposes or in connection with the promotion of any product.

5. ALLOCATION OF FUNDS FROM DONATIONS

Donations will only be used to support a program, project or activity consistent with the mission and objectives of ANZGITA. Within that scope, the Board will determine the precise allocation of donated funds.

It is our objective to use at least 90% of funds received for programs and projects. The Board will be required to review the circumstances when this does not occur and provide a report to donors.

We will not tolerate any unethical activities such as accepting funding from multiple donors to cover the same cost item or diversion of dedicated funds to uses other than the project for which they were agreed with the donor.

6. REPORTING

Donations will be reported as part of ANZGITA's financial reporting.

ANZGITA will report on the use of donations in annual reports, on our website and in newsletters.

Major donors will receive a specific report on the outcomes of the expenditure of their donation.

In all cases, we will honestly report outcomes and will not overstate achievements.

7. PRIVACY & CONFIDENTIALITY

Privileged or confidential information regarding the donor or donation will not be disclosed to unauthorized parties.

A donor's privacy shall be respected and we will safeguard any confidential information regarding the donor or the donation. Donors have the opportunity to remain anonymous.

The directors, members and volunteers of ANZGITA shall not exploit any relationship with a donor or prospective donor for personal benefit or the benefit of any relative, friends, associates, colleagues, or others.

8. ADMINISTRATION

All donations must be paid into the ANZGITA Development Fund (Constitution clause 27.1.2).

The fund will be administered in all regards by the Public Fund Management Committee appointed by the Board (clause 27.2.2).

Approved by Board of Directors.
May 2016