



## Donations Policy and Procedure

Applies to:
Specific responsibility: Treasurer, President, Vice-President, Board members, Staff members.

Version:	1
Date approved:	01/03/2021
Next review date:	01/03/2022

### INTRODUCTION

Tasmanian Refugee Legal (TRLS) service welcomes donations from its staff, individuals, governments and agencies, the business community and other organisations which support its mission.

### PURPOSE

The purpose of this policy and procedure is to provide guidance in relation to how TRLS receives, processes and refunds donations.

### SCOPE

This policy applies to all donations and to anyone who is involved in the raising or receipting of funds donated for TRLS.

### POLICY

All donations in cash or kind are made to TRLS with the intention of supporting its mission and goals.

TRLS only accepts donations where they are ethical in nature and those that are consistent with the mission, values and policies of the organisation.

TRLS reserves the right to refuse an offered donation.

In instances of a donation in which no material benefit is gained by the external party, the cost is GST exempt and tax deductible.

The solicitation of donated funds for TRLS must be for the purposes of TRLS generally or for

specified projects.

Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.

All personal information collected by TRLS is confidential and is not for sale or to be given away or disclosed to any third party without consent. See our privacy policy for more information.

## **PROCEDURE**

### One off donations

When TRLS receives a one-off donation, the procedure is as follows:

- a) All donors should be contacted to say thank you for their generosity. For small donations (less than \$100) an email should be sent to the donor to thank them.
- b) For donations equal to or greater than \$100, the donor should be called to say thank you.
- c) At the end of the year, thank you cards and annual reports are to be mailed to all donors who donated an amount equal to or greater than \$100.

### Recurring donations

When TRLS receives a recurring donation, the procedure is as follows:

- a) All recurring donors should be contacted after their first donation is processed. Following this, recurring donors should be telephoned on an annual basis to say thank you.
- b) At the end of the year, thank you cards and annual reports are to be mailed to all donors who donated an amount equal to or greater than \$100.

### Receipts

- a) Unless the person wishes to give anonymously, they must be sent a receipt. The receipt must be issued by TRLS for purposes of accounting and must have the following information recorded:
  - b) The name of the recipient organisation - Refugee Legal Service (Tas) Inc.  
The Australian Business Number of TRLS 27 527 067 308 and the notation that the receipt is for a donation.
  - c) Receipts must be signed by a member of staff or board. An electronic copy of the letter is to be kept in the donations folder on our server computer.

### Refunds

- a) The donor will be granted a refund of any donation if it is requested within 30 days of the original donation, less the transaction fee.

- b) To receive the refund the donor must state in writing that they are requesting the refund.
- c) Refunds will not be issued unless requested in writing within 30 days of the original donation.

**RESPONSIBILITY**

- a) It shall be the responsibility of the Treasure to establish and maintain policies and procedures and to bring these procedures into effect.
- b) It shall be the responsibility of the Principal lawyer to ensure implementation of these policies and procedures.

**RELATED DOCUMENTS**

Corporations Act 2001 (Cth).  
 Australian Charities and Not-for-Profits Commission Act 2012 (Cth).

**DOCUMENTATION**

<b>Documents related to this Policy</b>	
<b>Related policies</b>	Procedures for expense approval and payment and financial management policy

<b>Reviewing and approving this Policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Annual	Treasurer	Board

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Next Review Due</b>
1			
2			
3			