

Wheatbelt Natural Resource Management Incorporated

Sponsorship, Fundraising and Donations Policy

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| Policy Name: | Sponsorship, Fundraising and Donations Policy |
| Policy Number: | 3.2 |
| Policy Version Number: | V3.0 |
| Policy Category: | Financial Management |
| Contact Officer: | Chief Executive Officer |
| Date Approved by the Board of Management: | 9 th August 2018 |
| Date of Last Review: | Not Applicable |
| Period Until Next Review: | 36 months from the approved date or earlier as required |
| Related Legislation: | <ol style="list-style-type: none"> 1. Associations Incorporation Act 2015 (Western Australia) 2. Income Tax Assessment Act 1997, Sub-Division 30-B |
| Related WNRM Policies or Procedures: | <ol style="list-style-type: none"> 1. 1.7 Delegation of Authority Policy 2. 2.1 Code of Conduct Policy 3. 2.2 Conflict of Interest Policy 4. 2.8 Use of the Corporate Logo and Name Policy 5. Public Fund Management Committee TOR 6. Revenue Generation Plan 2015-18, or akin |

1. Definitions

“**Asset**” means Equipment with a procurement or market value greater than \$1,000 or as listed on the Asset Register.

“**Asset Register**” means the database of Asset(s) that is used for accounting purposes.

“**Deductible Gift Recipient**” means a status recognised by the Australian Taxation Office that allows Donors to claim deductions for gifts provided.

“**Donations**” or “**Gifts**” means voluntary and charitable transfers of money, property or other items with no direct reciprocal benefit to the giver in return.

“**Donors**” means individuals or organisations who provide charitable Donations or Gifts.

“Due Diligence Report” the results of a background check into a potential business partner to give insight into the quality of the business and highlight risks with being associated with them.

“Equipment” means any physical resource to be used for Wheatbelt NRM business.

“Fundraising” means the process of soliciting and gathering Donations or Gifts by request from individuals, organisations, funding bodies, or governmental agencies.

“Gift Register” means a register that records any gifts of \$75 given to or accepted by Representatives.

“Representatives” means Board Directors, employees, contractors or volunteers of Wheatbelt Natural Resource Management Incorporated.

“Receipt” means acknowledgement via a document issued to the supplier of monies goods or services from or to Wheatbelt NRM, that summaries the monies, goods or services, date and details of the parties.

“Sponsor” means an individual or organisation that provides Sponsorship.

“Sponsorship” means the support of an event, activity, person, or organisation financially or through the provision of products or services, often done in return for publicity.

2. “Wheatbelt NRM” means Wheatbelt Natural Resource Management Incorporated.

Overview

This Policy relates to the handling of Sponsorship, Fundraising activities and the receipt of Donations or Gifts. Wheatbelt NRM is committed to managing Donations, Gifts and Sponsorship in a transparent and professional manner, appropriately recognising the philanthropic nature of Donors, and delivering value to its Sponsor(s). It is also committed to ensuring compliance with relevant legislation and codes of best practice.

Wheatbelt NRM is a Deductible Gift Recipient, is registered through the Australian Taxation Office. This status enables Donors to make tax deductible donations. Deductions for gifts are claimed by the Donors (i.e., the person or organisation that makes the gift).

Representatives who breach this Policy may be subject to disciplinary action.

3. Policy Statements

Sponsorship

3.1 Sponsorship will be accompanied by a written agreement ensuring purpose extent and considerations are captured.

- 3.2 Representatives involved in Sponsorship activities will avoid actual or perceived conflicts of interest.
- 3.3 Sponsorship agreements are with individuals and organisations whose values and ethics accord with those of Wheatbelt NRM, as determined by the Chief Executive Officer.
- 3.4 The finalisation of a Sponsorship is the responsibility of the Chief Executive Officer.
- 3.5 Sponsorship will be receipted in the appropriate manner in accordance with responsible financial management practices.

Donations and Gifts

Donations and gifts will be receipted in the appropriate manner in accordance with responsible financial management practices.

It is acknowledged that from time to time, employees may be offered gifts in the course of, or incidental to their employment. If a gift or benefit is to be accepted, it needs to be appropriately reported, approved and recorded. Gifts will be entered into the Gift Register in accordance with the Code of Conduct Policy.

Making Donations or Giving Gifts

Donations or Gifts given by Wheatbelt NRM will be:

- 3.6 Restricted to organisations that are aligned to Wheatbelt NRM ethics and values

Fundraising

- 3.7 Representatives will conduct fundraising in an ethical and professional manner.
- 3.8 Strategies and related documentation for Fundraising will not imply any benefits exchange for Donations or Gifts other than for the purpose of charitable reasons.

4. Responsible Officers

- 4.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 4.2 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 4.3 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.
- 4.4 The Public Fund Management Committee will decide on how to invest donated funds.

5. Approval

This Policy was approved by the Board of Management on the 9th August 2018

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated