

# ONE OFF DONATION POLICY

**Policy Category: One Off Donations**  
**Drafted By: S. Baeker**  
**Responsible Person: Board Chair**

**Version: Two**  
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## Introduction

OFI is committed to ensuring it fulfils its legislative requirements when distributing funds received by donors. OFI receives funds through child sponsorship, allocated donations for specific projects and unallocated donations.

## Purpose

This policy seeks to ensure that all legislative requirements are met in the distribution of one-off donations.

## Policy

All donations made through OFI are made to One Foundation International Inc, a Public Benevolent Institution registered with the Australian Charities and Not-for profits Commission and endorsed by the Australian Taxation Office as a deductible gift recipient.

By giving to OFI, donors acknowledge that their donations will be allocated to their chosen beneficiary consistent with their partner organisation.

All distributions made by OFI are effected in a manner that is consistent with OFI policies and applicable laws and regulations.

Donors can recommend that OFI grants the funds they donate to a partner project of their choice.

OFI retains exclusive control over all donations. In the rare cases when a recipient fails to meet the terms of the MOU and or its ACNC obligations, we reserve the right to withhold until such a time as the issue is resolved.

Support for OFI's partners comes entirely from private individuals and organisations who entrust OFI with resources so that it can fulfill its mission.

OFI ensures that 100 percent of all designated contributions are used only on expenses related to supporting those in poverty and distress.

# PROCEDURES

## Responsibilities

OFI commits itself to:

- Ensure all One Foundation activities are consistent with its purpose and charitable status.
- Maintain reasonable internal control procedures to ensure that funds, equipment, supplies and other resources are used in a way consistent with One Foundation's purpose and charitable status.
- Ensure that funds, equipment, supplies and other resources provided to third parties are applied with reasonable controls and risk management processes in place.

It shall be the responsibility of the Administration Manager to:

1. Monitor all donor/sponsor income and ensure that a transparent and accurate data entry of such funds are recorded in OFI's financial registers.
2. Notify the board at the end of each monthly financial period of any significant funds received.
3. Ensure that the procedures specified in this policy are implemented appropriately.

## Procedures

### RECEIPT OF FUNDS

1. Donors will receive a receipt of donation from OFI marking the date that the donation was made.
2. If a compliance requirement can't be met we will ask the donor to recommend another OFI partner to receive the benefit from their donation. If OFI is unable to reach the donor, or the donor does not respond, OFI will try to allocate the funds to a partner project that operates in a similar cause area to the original.
3. OFI will apply a 7% charge against administration costs unless otherwise directed by the board.

### COLLECTION OF FUNDS

One off donations by individual donors will be given to ONE Foundation. This can be any method such as cash, cheque, direct deposit, or automatic transfer. Organisations both for Profit and Not for Profit, can also give one off donations to be distributed through One Foundation.

### DISTRIBUTION OF FUNDS

Funds will be distributed to the project as requested by the donor within fourteen days of receiving the donation. The allocation of any donations of \$500 or more marked as where most needed shall be at the discretion of the Board.

### REPORTING

The Director of the project which the donation was made to will be requested, in writing, to provide ONE Foundation with a report addressing questions as listed below:

1. How was the gift used?
2. What was the gift used for?
3. What is the current situation in your community?
4. How many people were supported?
5. How did the gift make a difference in the lives of the recipients?

This report will be due within 2 weeks of them receiving the one-off donation.

The information in this report will then be given to the donor who made the one-off donation.

## Authorisation



Elly Grimmett OFI Board Chair