# GIFTS,BEQUESTS AND DONATION Policy

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| --- | --- | --- | --- |
| Policy number | 6 | Version | 6.0 |
| Drafted by | Dianne Nixon | Approved by Board on | -/-/21 |
| Responsible person | Simon Molesworth | Scheduled review date | -/-/24 |

## Purpose

This document sets out

* Landcare Broken Hill’s policy regarding donations, gifts or bequests
* The governance structures, responsibilities and processes that have been established to give effect to the policy.

## Policy

Landcare Broken Hill is grateful for community support in the form of gifts, bequests or donations that are consistent with its goals and values. Donations generally will be accepted from individuals, partnerships, corporations, organizations, government agencies or other entities without limitations—unless acceptance of gifts from a specific source is inconsistent with Landcare Broken Hill’s goals and values.

Landcare Broken Hill will acknowledge all gifts or donations promptly and appropriately and will be fully accountable through its financial accounting practices for any gifts or donations made.

## Authorisation

<<Signature of Board Secretary>>  
<<Date of approval by the Board>>  
Landcare Broken Hill

# GIFTS, BEQUESTS AND DONATION Procedures

|  |  |  |  |
| --- | --- | --- | --- |
| Procedure number | 6 | Version | 6.0 |
| Drafted by | Dianne Nixon | Approved by CHAIR on | -/-/21 |
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## RELEVANT LEGISLATION

## Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Who** | **Commitment** | **How** | |
| President or delegate | Ensure all gifts and donations are appropriately acknowledged | Acknowledge gifts. bequests and donations through letter, email or personal contact within 3 working days of receipt.  Follow up with communication on outcomes from gifts, bequests or donations where appropriate.  Ensure the treasurer follows due diligence in financial transactions relating to donations and gifts.  Report to the committee at committee meetings on developments in current donations, gifts and donor requests. | |
| Treasurer | Demonstrate exemplary donation handling practices | | Treat all people making gifts, bequests or donations with respect, acknowledging their actions and informing the President and committee through financial reports.  If donations. bequests or gifts relate to a bereavement, ensuring the wishes of the donors are conveyed appropriately to the President and committee |
| Committee members | Ensure gifts and donations are applied appropriately with respect to donor wishes | | Develop projects through working parties, reflecting donor intentions where possible, and report back to donors through the chair on the outcomes of any donations, bequest or gift. |

## PRINCIPLES

1. Landcare Broken Hill will assess all potential gifts or donations in line with their goals and values, and respectfully decline offers that do not meet the values set out in the Code of Conduct or Constitution.
2. Landcare Broken Hill shall take care to ensure that contributions are used in accordance with donors’ intentions, if stated.
3. Where donors do not wish to be identified, identifying information shall be known only to the President and Treasurer. Identifying donor information will not be made public without the written informed consent of the donor.
4. Landcare Broken Hill’s intangible intellectual assets, including its name, research and other work, will be protected at all times. Donors will not be permitted to use Landcare Broken Hill’s name or other items for commercial purposes or in connection with the promotion of any product unless prior approval is sought and given by the Committee of Landcare Broken Hill.

### PROCEDURES

### Businesses and corporate donors

Landcare Broken Hill will not accept any support that implies or requires endorsements of products unless prior agreement has been made by the LandcareBroken Hill committee. Acknowledgements for corporate support will be limited to the companys’ name, logo or slogan that is an established part of the supporter’s identity, trade name, address and telephone number.

Recognition of major corporate support will be developed in cooperation with the corporate donors and will be consistent with the level of support and Landcare Broken Hill’s goals and purpose. Landcare Broken Hill will seek to develop recognition opportunities that are appropriate and meaningful for both the supporting companies and Landcare Broken Hill.

### Individual donors

Landcare Broken Hill welcomes individual donations, bequests or gifts that support the organisation’s goals and purpose. Bequests and donations will be respectfully handled by the treasurer, noted in financial reports, and responded to by the Chair or delegate within 3 working days of receipt.

### Requests for memorial trees

Where a bequest or donation is made in memory of a deceased person, a request may be made to plant a tree or grove of trees in their memory. When this occurs, Landcare Broken Hill will work with Broken Hill City Council and any other authority to ensure that we can plant in parks, reserves, the street, the perimeter of the Cemetery, the Regeneration Area or any other nominated area on behalf of the member, public or organisation and that a plaque can be placed near the tree to describe the reason that tree has been planted at this location.

The cost of the tree, the plaque, and any fees applicable are included in the donation.

The minimum donation will be $250.00 for this service. Landcare Broken Hill volunteers will determine in consultation with the donor or their family the most suitable species for the location, best times for planting, and will provide water for the plant twice a week for the first 3 months of establishment. After that, it is the responsibility of the donor or family to maintain the tree.

Landcare Broken Hill will not be responsible for drought, flood, vandalism or other phenomena that may result in the demise of the tree and will not replace the tree unless the donor is prepared to pay for a replacement tree.

Landcare Broken Hill will, wherever possible, use plant stock from our propagation area as a first choice or we will purchase trees locally. If either of these options are not suitable, we will source the tree from the most economically viable place.

Landcare Broken Hill will have the plaque made locally, and the cost of the plaque and its installation will need to be covered by the donation. Where a dedication exceeds the nominated donation, minus other expenses, an additional payment will be required.

Landcare will maintain a data base of all donations, as per the information on form A (Attachment A) to be completed by the donor and will follow the wishes of the donor to advertise the location of the tree(s) and the dedication on our Facebook and web sites, if they choose that option and provide written consent.

## Related Documents

* Code of Ethics
* Broken Hill Landcare Constitution (2021)

## Authorisation

<Signature of Chair>  
<Name >  
<Date>

*See Attachment A (page 5)*

Graphical user interface, application

Description automatically generated **Landcare Broken Hill Inc**

**Donation of Tree with Dedication Plaque**

*Thank you for considering this living memorial to your loved one. Please complete this form with a member of the Landcare Broken Hill committee to ensure your wishes can be met. Requests for support and information can be made through our Facebook page.*

|  |  |  |
| --- | --- | --- |
| 1 | Donor’s Name |  |
| 2 | Address |  |
| 3 | Email |  |
| 4 | Phone Number: |  |
| 5 | To whom is the tree or trees to be dedicated |  |
| 6 | Wording on the Plaque |  |
| 7 | This donation will be entered into our database of donations. Do you wish your details recorded publicly? | Y/ N Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *If no details are permitted the bequest, or donation will be marked ‘’anonymous’’ in public financial records.* |
| 8 | Do you wish to have the listing advertised on our Facebook and Web site? | Y/N Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 9 | Preferred tree species |  |
| 10 | Donation proposed (minimum $250) |  |

Submitted for Executive Committee consideration: Date ………………./……………….../2020

Approved by Executive Committee resolution: Date ………………./…………….…../2020

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**WEBPAGE:** [**www.LandcareBrokenHill.com**](http://www.LandcareBrokenHill.com) **POST: PO BOX 536, BROKEN HILL, NSW, 2880**