

DONATIONS POLICY FOR YASS VALLEY AGED CARE LTD

Horton House and **Warmington Lodge** are owned and operated by **Yass Valley Aged Care Limited**, which is a public company limited by guarantee. In this Policy Document, Yass Valley Aged Care Limited is referred to as YVAC. Our Privacy Policy and the Mission and Vision Statements are set out elsewhere on this website. YVAC is a non profit, benevolent organisation and a Registered Charity. We provide accommodation and services for the elderly residents of Yass Valley Shire.

The Federal Government provides some funding for residential costs and approved programs. However these funds only meet the basic care needs of each resident. By donating to YVAC you help us make a difference to the quality of life for the older residents of Yass Valley Shire. Your donations also allow us to plan new projects and sustain existing projects that benefit those in our care.

This policy applies to all donations, bequests and fundraising activities and outlines our procedures for the ethical acceptance and management of donations.

The principles governing this donations policy are:

- A transparent, accountable and ethical process for the acceptance and management of donations;
- Protecting the confidentiality of donors consistent with their wishes and to the extent provided by law;
- Adequately identifying funds and using them for the purpose for which they were donated;
- Compliance with all relevant legislation governing fundraising and the management of donations;

Acceptance of donations

The President, CEO, Directors and volunteers have authority to receive donations on behalf of YVAC.

The President may establish a Donations Review Committee responsible for recommending whether or not YVAC should accept proposed donations. The Committee shall consist of the President, two Directors and the CEO. The President shall be the chairperson of the Committee and three members shall be a quorum. The President may from time to time appoint others with special expertise that may be required in order to make a decision on a specific donation.

YVAC shall accept gifts by direct deposit, cash, credit card, cheque and other approved kinds of donation. Cheques shall be made payable to Yass Valley Aged Care Limited. No cheque shall be made payable to an individual.

The Donations Review Committee may consider each gift according to its source, intended use, restrictions, liabilities and present and future financial impact on YVAC. If a donation is for a specific purpose or contains conditions or directions they must be consistent with our Mission and Vision Statements.

Donations of personal property should have a use related to our activities or be capable of being converted into money in which event the donor must agree to it being sold.

Where an offer of a donation is not accepted the President will determine the appropriate manner in which to convey that decision to the donor.

Recording & managing donations

Donations to YVAC are deposited in a separate bank account kept for that purpose.

All donations of money are deposited into that separate bank account within two working days of receipt.

The donor is issued with a receipt for tax purposes.

An appropriate acknowledgement and letter of thanks is sent to the donor.

For donations of five hundred dollars or more the name of the donor is entered in our website under the "Donors" tab.

YVAC maintains a donor database which records the name and contact details of the donor or their legal representatives, the type and value of the donation and any conditions attached to the donation or directives as to the purpose for which it is to be put. Any instructions as to privacy will also be recorded.

Where a donation is for a specific purpose or contains directions for its use, YVAC will, when appropriate, write to the donor or their legal representatives and confirm how the donation was used.

Donor rights & management

Any information supplied to YVAC by donors will not be shared for any reason, except where legally required.

Donors who supply YVAC with their postal address or email address may be contacted periodically about activities and upcoming events. Donors may request to be permanently removed from that mailing list. All such requests will be honoured.

Additionally YVAC's donors and prospective donors have the right:

- To be informed of the way we intend to use donations and of our capacity to use donations effectively for their intended purpose.
- To expect the Board to exercise sound judgement and to discharge its stewardship responsibilities prudently.
- To have access to our most recent financial statements.
- To be assured their donations will be used for the purposes for which they were intended.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donation is handled with respect and where requested, with confidentiality.
- To expect that all relationships with individuals representing YVAC will be professional in nature.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

This Policy is reviewed annually by the YVAC P & R Committee (June 2021).