

CONTROL OF FUNDS AND DONATIONS POLICY

INTRODUCTION

Samaritan's Purse Australia Limited is committed to handling all donations and funds received with integrity and in an ethical manner.

This policy applies to all Board Members, casual, permanent and contract employees and volunteers.

PURPOSE

The purpose of this document is to identify Samaritan's Purse Australia Limited's position on the control of funds and donations and to document the standards expected when managing these donations and funds.

POLICY

Samaritan's Purse Australia Limited is committed to handling donor funds with integrity by using funds given by donors for the specific purposes as advertised in its communications. These funds will be allocated after deducting a percentage to cover administration and fundraising costs.

Funds are only distributed to partners who we have verified have adequate internal control measures for the management and disbursement of funds and will use the funds for the specific purposes for which they have been given.

Acceptance of donations:

In deciding whether donations are to be accepted or refused, Samaritan's Purse Australia Limited will take into consideration the following guidelines:

- The objects and mission of our organisation.
- Compliance with all applicable legislation.
- The reputation of Samaritan's Purse Australia Limited.
- The reaction from existing or potential stakeholders.
- Whether the donated income will have the potential to compromise the organisation or any of its board or employees.

Where there is doubt as to whether the donation is to be accepted the matter is to be referred to the Executive Director, who will make a decision based upon the organisation's mission and values.

Funds in excess of advertised needs:

Where donated income is in excess of the need of the advertised project or sector, funds will be applied to a project or sector most closely related to the advertised purpose.

Policies can be established or altered by the Executive Director under delegated Authority from the Board. **Procedures** may be altered by the Executive Director.

Donors and potential donors will regularly be informed through Samaritan's Purse Australia Limited's communications that funds received in excess of the advertised project or sector need will be applied to a project or sector most closely related to the advertised purpose.

Disbursement of donated funds will be subject to the authority of the Board of Directors as delegated to the Projects Committee and/or Executive Director.

Accountability:

All received donations will be recorded according to their advertised purpose or the donor's specific request in the records of the company and will be reconciled and monitored on a regular basis by Senior Managers.

Samaritan's Purse Australia Limited will disclose the quantum and ratios of its fundraising and administration costs in its annual report.

AUTHORISATION

<Signature of Board Secretary>

<Date of approval by the Board>

Samaritan's Purse Australia Limited

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