

# Capricorn Citizen Advocacy

## GIFT FUND POLICY

<b>Policy number:</b>	<b>1.3.3</b>	<b>Approved by Management Committee:</b>	27 <sup>th</sup> March 2024
<b>Version:</b>	<b>5.0</b>	<b>Signed off by Executive:</b>	27 <sup>th</sup> March 2024
<b>Responsible person:</b>	<b>Coordinator</b>	<b>Scheduled Review Date:</b>	27 <sup>th</sup> March 2027

### Purpose

This policy explains how Capricorn Citizen Advocacy as an organisation that has received endorsement as a Deductible Gift Recipient (DGR) from the Australian Taxation Office, will meet all requirements to retain DGR status, including the establishment of a separate Gift Fund.

DGR status means the organisation is entitled to receive tax-deductible gifts and tax-deductible contributions over the value of \$2.00.

### Policy

1. The name of the Gift Fund shall be "Capricorn Citizen Advocacy Gift Fund".
2. All gifts of money or property donated to Capricorn Citizen Advocacy will be credited to the Gift Fund.
3. Capricorn Citizen Advocacy shall deposit all money received for the Gift Fund into a separate bank account in the name of "Capricorn Citizen Advocacy" including all monies received through the sale of gifted property and investment returns from gifted money or properties.
4. No other money or property will be credited to the Gift Fund.
5. The Gift Fund is used only to provide funds for the furtherance of the objects of the association as stated in the constitution. Gifts will not be accepted unless an actual benefaction has been conferred to Capricorn Citizen Advocacy.
6. All money donated to CCA for a specific purpose (eg purchase of an asset) must be first deposited into the Gift Fund as required above. After the expenditure (for which the donation was received) has been incurred from the working account, the monies from the Gift Fund needed to offset this expenditure must be transferred as income into the working account within 30 days.

- 7. If the Gift Fund is wound up, or if the endorsement of the association as a Deductible Gift Recipient is revoked, any surplus assets of the Gift Fund remaining after the payment of liabilities attributable to it shall be transferred to a fund, authority or institution which upholds similar aims to those of Capricorn Citizen Advocacy and to which income tax deductible gifts can be made.

**Related Documents**

Not Applicable

**References**

Not Applicable

**Ratification**

This policy was adopted by Capricorn Citizen Advocacy’s Management Committee at its meeting held on 27 / 03 / 2024.



**SIGNED:** .....  
**President**

**27 / 03 / 2024**  
**(Date)**



**SIGNED:** .....  
**Secretary**

**27 / 03 / 2024**  
**(Date)**