

PUBLIC NOTICE

Money collections & Distributions Policy



THE BALD HILLS ISLAMIC EDUCATIONAL ORGANISATION LTD

19th November 2018

Dear Patron's

We have adopted a new process of communication with the Board of Directors.

This process is aimed at being more Inclusive, collaborative, transparent and accountable.

This outcome is a result of the current organisational reviews and circumstantial changes.

Effective immediately all money collections at Bald Hills Mosque will need to be approved prior by the BOD and would have been scheduled and booked in the collections calendar located inside the Mosque. All collections will be accounted by 2 appointed officials (refer ORG Chart) and the money will be deposited into **OUR** organisations account. If the collection is for a specific purpose, and prior approval has been sought, that organisation/Individual facilitating the collection on individuals/organisations behalf, will need to adhere to the following criteria.

Refer collection distribution declaration & policy

We appreciate your cooperation & support

117 Telegraph Road | Bald Hills QLD 4036 | PO Box 3218 | Bracken Ridge QLD 4017

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Purpose

Donations and fundraising activities form an important role in fulfilling our organisations values and purpose.

This policy outlines our requirements for an effective and ethical acceptance standard in managing collection and distribution of funds from within our organisation. Our practises are ethical, accountable, transparent, & in adherence to the laws that govern our establishment.

Scope

This policy applies to all donations, and fundraising activities (be they in cash or kind) and to anyone who is involved in the raising, receipting or distribution of funds.

This policy does not apply to sponsorship.

Definitions

Type	Definition
Donations	A sum of money given to a charity without the expectation of something in return
Sponsorship/ Sponsor	A person or organisation that pays for or contributes to the costs involved in staging an event in return for advertising or provides funds for a specific project/ activity
Gifts in Kind/ Goods in Kind	Charitable giving in which instead of giving money to buy needed goods and services, the goods and services themselves are given

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Overview

Our organisation welcomes donations from its staff, individuals, governments and agencies, the business community and other organisations which support our values and purpose

Donations may be used to support any endeavour consistent with our values & purpose and matters related to TBHIEOL with BOD approvals.

The principles underpinning this Policy are:

- transparent and ethical processes for the acceptance, management, & distribution of donations and fundraising activities
- protecting the confidentiality of donors and sponsors consistent with their wishes and to the extent provided by law
- adequately identifying funds and using them for the purpose which they were provided
- compliance with all relevant legislation & governing laws
- there will be a strategic, uniform and coordinated approach for the seeking acceptance and distributions of donations

Collection Policy

All donations in cash or kind that are made in the vicinity of the mosque or directly into our account is with the intention of supporting our values & purpose

TBHIEOL only accepts these donations where they are ethical in nature and those that are consistent with our values, purpose and policies. It is our policy not to accept donations from organisations, individuals that have a bad record on social, financial and environmental conduct, whose operations impact negatively on people who are vulnerable or at risk, or where our organisation is not able to verify, validate and determine source of funding from donors and or recipients

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Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.

All personal information collected by TBHIEOL is confidential and is not for sale or to be given away or disclosed to any third party without consent. See our privacy policy for more information

No member of TBHIEOL may make formal approaches for fundraising & distribution purposes on behalf of TBHIEOL unless coordinated with, and approved through BOD's, this includes fundraising activities including appeals, events, and private requests. Employees, Individuals & members must seek advice from the Treasurer and Risk & compliance delegate with regard to the potential impact to TBHIEOL prior to accepting & distributing any in-kind donation and or funds.

Nobody directly or indirectly employed by or organisation shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.

No general solicitations shall be undertaken by telephone or door-to-door unless prior approval has been sought via our BOD.

A Fundraising Sub-Committee may be formed to carry out the major fundraising tasks. The Sub-Committee will report regularly to the BOD including tabling of meeting minutes at committee meetings.

A statement estimating income and expenses may be prepared prior to the commencement of any new fundraising activity that may present a financial risk to TBHIEOL. Fundraising activities should not be undertaken if they will expose our organisation to significant financial risk.

A report on fundraising will be prepared by the treasurer or a representative of the fundraising sub-committee for inclusion in our member updates.

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Donations Policy

No person representing TBHIEOL is to engage in speculation about the taxation implications or legal status of donations with respect to the potential impact on the donor. Donors should seek their own independent advice about these matters.

Preferred Charities

Preferred Charities are those that are reputable and recognised Islamic charities that are DGR registered due to the tax benefits for TBHIEOL and a comfort of dealing with audited and experienced charities. The preferred charities based on their reputation, track record, on the ground presence and DGR status are:

1. MAA
2. Muslim Aid
3. MCF

If there is to be an exception this would only see the charity as not been DGR registered (although preferred) however will need to be registered as a facilitator of fund distributors, be registered with the relevant authorities within Australia & hold a valid ABN/ACN holder, reputable & is registered with ACNC.

What is a DGR Status

Here's how the Australian Government's ABN website defines DGR status:

A deductible gift recipient (DGR) is an entity or fund that can receive tax deductible gifts. There are two types of DGR endorsement:

- An entity that has DGR endorsement in its own right
- An entity that is only a DGR in relation to a fund, authority or institution it operates. In this instance, only gifts to the fund, authority or institution are tax deductible