

**POLICY NAME:** DONATIONS – FINANCIAL ASSISTANCE  
**POLICY REF:** D01  
**MEETING ADOPTED:** 23 January 2014  
Resolution No. 230114/18  
**POLICY HISTORY:** 280110/28; 240205/36



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**OBJECTIVES**

To provide clear policy guidelines for the management of financial donations made by Ballina Shire Council.

The policy is also designed to ensure consistency and equity and to assist the community by establishing a reliable and clear framework to make submissions to Council for assistance.

**BACKGROUND**

Ballina Shire Council in accordance with Section 356 of the Local Government Act will annually allocate funds to provide financial (normally cash) assistance to community groups. This policy provides a framework to guide how Council will allocate and determine that assistance.

In accordance with Section 356 of the Local Government Act a Council Resolution is required for each and every donation each year. This policy provides a framework for the donation but not the authority to donate.

**SCOPE OF POLICY**

The policy applies to:

- Council employees
- Councillors
- Community groups
- Community members

**RELATED DOCUMENTATION**

Related documents, policies and legislation:

- Ballina Shire Council's Management Plan and Budget
- Local Government Act 1993
- Donations - Community Halls - Capital Assistance
- Donations - Rates & Charges
- Donations - Assistance with Council Fees for Community Groups
- Donations - Australian Representation
- Donations - In-Kind Assistance for Sporting and Cultural Events & Community Works on Public Land
- Donations - Insurance for Environmental Groups
- Donations - Waste Disposal Fees for Not-For-Profit Groups

## **POLICY**

Council will annually provide an allocation to fund direct financial assistance to community based organisations. In allocating this fund Council will consider the following guidelines:

### **Guidelines for Selection**

- The recipient organisation will be not for profit and provide a community service within the Ballina Local Government area.
- Assess the level of benefit that the project or service will have on the community or on disadvantaged groups within the community.
- Assess the number of proposed beneficiaries from the proposed project or service.
- Where the project has a smaller number of proposed beneficiaries, consider the relative disadvantage of that group of people (eg; low income, youth, disability, etc).
- Consider the availability of other funding sources.
- Consider the equity of support to other groups across the local government area.

### **Strategies**

- 1 Council shall allocate an amount in the annual Operational Plan for the purpose of providing financial donations.
- 2 Council will call for submissions from the community as part of the annual Operational Plan process. Submissions are to be made on Council's application form. Requests for over \$1,000 require at least 2 written quotes where considered appropriate by the General Manager.
- 3 Following adoption of the Operational Plan Council will appoint a minimum of three Councillors to a committee, with each ward represented.
- 4 The committee will consider all submissions and recommend to the next ordinary meeting of Council a distribution of the available funds. It is not incumbent upon the committee or Council to donate any or all of the funds.
- 5 Following Council's determination successful and non-successful applicants will be advised and arrangements made to forward the donation.
- 6 Council will require certification and acquittal detailing the manner in which funds have been expended and a brief description of outcomes.
- 7 Any "applications" received from organisations following the completion of this process will be advised of Council's Policy and invited to apply in the following year, subject to point eight.
- 8 Only where matters are considered by the General Manager and / or Mayor, or at least two Councillors, to be exceptional circumstances, will such requests be referred to Council for determination.

**Certification and Acquittal of Donations**

The acquittal process for donations shall be as follows:

***Donations for capital projects***

Donations for Capital Projects will be typically paid when the project is completed however it is acknowledged that in some circumstances Council's donation will be paid prior to commencement. Recipients of capital based donations will be required to:

- Complete a Certification and Acquittal of Capital Assistance form:
  - describing how Council's donation has been expended;
  - the total value of the project;
  - the value of Council's donation; and
  - the date the project was completed.
- The acquittal form will require two signatories to attest:
  - that council funds have been expended for the purpose of the donation;
  - the project has been completed to the recipient's satisfaction; and
  - that no additional grant or gifted funds have been received that remove or reduce the need for Council's donation.
- Copies of expenditure receipts and photographs are to be attached to the certification form.

***Donations for non-specific works or services***

Donations for non-specific works or services such as operating expenses will be typically paid at the beginning of the financial year.

Recipients will be required to complete a Certification and Acquittal of Community Donations form:

- describing how Council's donation has been expended;
- the amounts expended on individual items;

The recipient will also be required to provide:

- a membership roll of their organisation
- a statement of activities conducted over the previous 12-months
- a statement of activities proposed for the forthcoming 12-months.
- The acquittal form will require two signatories to attest:
  - that council funds have been expended for the purpose of the donation;
  - the project has been completed to the recipient's satisfaction; and
  - that no additional grant or gifted funds have been received that remove or reduce the need for Council's donation.
- Copies of expenditure receipts are to be attached to the certification form.

**Funding Unallocated**

Any funds unallocated or unexpended from the annual financial donations budget will be transferred to reserve and brought forward as part of the next financial year's budget.

**REVIEW**

This policy is to be reviewed every four years.