

Fundraising Policy

Policy number	BO-09	Version	1.3
Drafted by	Brooke Norgrove	Approved by Board on	24 th August, 2016
Area of responsibility	Basketball Operations	Scheduled review date	October, 2019

1. Introduction

The Management Committee of Ipswich Basketball Association Inc (IBA) is committed to ensuring that fundraising activities are carried out in a legal and ethical manner. The Management committee is responsible for the implementation and review of this policy.

This policy and procedure applied to the Management committee, casual, permanent and contract staff and volunteers.

All Management committee members, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

IBA does not qualify as a registered charity and is not deductible gift recipient (DGR). Donations to IBA are not tax deductible.

2. Purpose

The purpose of this document is to identify IBA's position on team travel fundraising practice and to document the standards expected in raising funds from the community.

3. Policy

IBA will adhere to the following standards:-

- Fundraising activities carried out by IBA will comply with all relevant laws.
- Fundraising activities must be approved by the General Manager and or Management Committee.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose and will comply with the associations stated purpose.
- All personal information collected by IBA is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteering for IBA shall undertake fundraising activities for individual or related party personal benefit.
- Fundraising activities are not permitted if they may be detrimental to our existing sponsor relationships, reputation or community standing.
- Council grants, sponsorships and or donations provided to IBA will be distributed across all travelling teams, regardless of whether the approach to council has been from an individual team or the association.
- All contributions must be recorded and funds held in the accounts of IBA for reconciliation and verification by the auditors.

4. Procedure

- A Fundraising request must be submitted to the General Manager by using the Request to Fundraise form FM-05 or by click on this [link](#).
- All fundraising activities must have the prior approval (on an individual event basis) of the General Manager, as recorded in Management Committee meeting minutes.
- Fundraising activities can only be undertaken under the name of IBA and only for the benefit of the full team where the team is travelling away (e.g BQJBC State Championships) and will incur costs of travel and accommodation.
- Fundraising activities cannot be undertaken under the name of IBA for the purpose of paying BQJBC player fees.
- The Team Manager is responsible for seeking this approval and once provided, will be provided with a letter providing IBA authorization to raise funds/obtain goods for prizes for their team.
- Events/activities cannot be held to raise personal income for an individual player.
- Fundraising activities may include:
 - Sausage sizzles
 - BBQs
 - Trivia nights
 - Game nights
 - Dinners
 - Raffles, lucky door, number boards, etc. up to a value of \$2000 and provided that the value of prizes is at least 20% of the gross ticketsales
- All teams will be provided with equal opportunity to raise funds at IBA games and the BQJBC Committee will be responsible for maintaining rosters for BBQs, Bunnings and similar sausage sizzle events. Where a team does not take advantage of the opportunity offered no replacement opportunity will be provided.
- All monies received must be provided to the IBA Manager to be banked into the IBA bank account and accompanied by records maintained to reconcile with these amounts. A receipt will be provided to the team manager for all deposits made. The money held will be identified on the IBA balance sheet, with a specific cost code team identifier. Access to details of dates banked and amounts held will be available to the team manager at all times.
- Payment of all monies held will be made to the Team Manager, together with a distributed share of any grants, sponsorships or donations received, prior to the team travelling away.
- The payment will be recorded and the Team Manager will be required to sign for this payment.
- The Team Manager will be accountable for the reconciliation of expenses related to the expenditure of this money.
- Expenditure related to this money must be accounted for **IN FULL** by the Team Manager. **Receipts must be kept and returned to the IBA office equalling the full value of the monies provided.** Money not expended must be returned to the IBA office. All team players (or parents/guardians where the player is not 18) will be provided with a reconciliation of expenses incurred and amounts paid.