

# Donations to Charitable & Not for Profit Organisations Policy

## POL-CMR 09



### Objective

To provide a framework within which donations to charitable organisations may be made.

### Statement

Council receives a range of requests to make donations to charitable organisations or individuals. In addressing these requests, Council sets out the following processes:

#### Donations authorised by the Chief Executive Officer

The Chief Executive Officer may authorise donations up to a maximum value of \$1,000 subject to the following conditions:

Donations are limited to charitable and other not-for-profit organisations or individuals in the Mandurah District

- Where donations are for individuals the maximum donation is \$250.00
- Where donations are sought by an organisation for general operating purposes, donations are limited to \$500.
- Where donations are sought as a contribution to a locally held community event, donations are subject to a maximum of \$500.
- Donations authorised under this section of the policy are made at the discretion of the Mayor and Chief Executive Officer.
- A detail of donations made will be provided to Council in the month following their authorisation.
- The total annual allocation under this Policy is \$5,000.

#### All other donations

Donations which fall outside of the scope of discretion outlined above must be approved by Council in advance.

#### Exclusions

This policy is not intended to encompass the annual school book donations or the outstanding athletes programme.

### Related Documents

These documents are mandatory and required to give effect to this policy:

Nil

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**Responsible Directorate:** Business Services

**Responsible Department:** Finance

**Reviewer:** Manager Finance

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**Creation date and reference:** 27 September 2016, Minute G.31/9/16

**Last Review:** 26 July 2022, Minute G.10/7/22

Amendments			
Version #	Council Approval Date, Reference	Date Document In force	Date Document Ceased
2	Minute G. 12/7/19	23/07/2019	27 July 2022
3	Minor amendment, 26 July 2022 G.10/7/22	27 July 2022	-