

<b>1.8.6</b>	<b>GIFTS AND DONATIONS POLICY</b>
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<b>Applies to: Board Members, All Staff and Volunteers</b>
<b>Specific responsibility: CEO</b>

<b>Version: 1</b>
<b>Date approved:</b>
<b>Next review date:</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

**POLICY STATEMENT**

From time to time Meals on Wheels, its staff and volunteers may be given gifts and/or donations. These will in all cases be reported to Branch Coordinators and recorded in a Gift Register to be held by each branch. A receipt for any amount over \$2.00 must be given and be clearly marked as “gift or donation”. The receipt must also show the Associations ABN and name of the branch. The “Gift Register” will cross reference the receipt and if the amounts are not deposited in a special “gift fund account” they should be easily identified in the working account.

Any monies in the gift register may only be spent in accordance with Meals on Wheels Principles.

On occasion staff or volunteers will be offered money or other material gifts by a client. It is the policy of Meals on Wheels that such gifts be not accepted under any circumstances. If a donation is made, it is to be immediately receipted and registered with the Branch Coordinator

## DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	CEO	Board

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1			
2			
3			