

## FUNDRAISING PROCEDURES

### PART A – PURPOSE

#### 1. Purpose

- 1.1 The University wishes to enhance coordination and management of its diverse fundraising activities across Faculties (inclusive of associated Centres and Institutes), Foundations and all other units, with the anticipated result of increased financial support from alumni, friends, business and private foundations.
- 1.2 If a Faculty (inclusive of its associated Centres and Institutes), Foundation or other unit wishes to conduct charitable fundraising activities (i.e. fundraise), there are several requirements that need to be followed.
- 1.3 These Procedures apply to all Fundraising Activities undertaken by or on behalf of the University, including fundraising by any Foundation of the University. All such fundraising activities must comply with the *Charitable Fundraising Act 1991*, the *University of Sydney Act 1989 (As amended)*, relevant delegated legislation (such as By-Laws and Rules of the University), and the University’s Delegations of Authority – Administrative Functions.

### PART B – APPROVAL TO FUNDRAISE

#### 2. Approval

- 2.1 All fundraising activity needs to be approved pursuant to the Delegations of Authority (Administrative Functions) and registered with the Development Office.

Refer Section 4.15 “Fundraising” in the [“Delegations for Specific Activities and Financial Delegations”](#)

These Fundraising Procedures should be read in conjunction with the University of Sydney Gift Policy (link to be inserted).

- 2.2 The delegations of authority in place at the date of approval of these procedures provide that the Vice-Chancellor or the Deputy Vice-Chancellor (Community) are authorised to give that approval.
- 2.3 Faculties (inclusive of their associated Centres and Institutes), Foundations, the Alumni Council and relevant other units (including library, museums etc.) should prepare an Annual Fundraising Plan, in consultation with the Development Office, detailing the fundraising activities proposed for the year. The Annual Fundraising Plan, once approved by the Dean for a faculty, or relevant Principal Officer for an administrative unit, will be submitted to the Deputy Vice-Chancellor (Community) who will prepare an integrated University Plan for approval by the Vice-Chancellor.

The Deputy Vice-Chancellor (Community) will discuss potential fundraising conflicts and management issues with Deans, Principal Officers and/or the Vice-Chancellor should they arise.

- 2.4 Additional proposed fundraising activities that arise during the year and have not been included in the Annual Fundraising Plan will require separate approval. Projects under \$50,000 may be approved by a Dean for faculties, or Principal Officer for administrative units; projects greater than \$50,000 require the Deputy Vice-Chancellor (Community) approval. (NB: Subject to Senate Approval of relevant Changes to the Delegations of Authority)

### **3. Register of Fundraising Activities**

- 3.1 The Development Office will maintain a register of all Fundraising Activities and assign a Tracking Code to each activity to assist in reporting on progress.
- 3.2 At year end all Faculties (inclusive of their associated Centres and Institutes), Foundations and other units conducting the fund-raising activities will notify the Development Office of the status and/or outcome of each project.

## **PART C – REPORTING ON FUNDRAISING ACTIVITIES**

### **4. University's Finance System**

- 4.1 Financial gifts include any gift of cash, cheque or credit card received as a result of either direct solicitation, or unsolicited. All such gifts must be sent to the Office of University Relations – Advancement Services, together with a completed [Deposit/Receipt – Advancement Services form](#).
- 4.2 Office of University Relations – Advancement Services will record, bank, and receipt all gifts and fundraising revenue received. The total revenue received must be banked and cannot be offset or reduced by expenditure prior to banking. Refer to the [Receipting and Banking Procedures](#).
- 4.3 Advancement Services will reconcile all fundraising revenue banked with the University's Finance system and provide monthly revenue reports at the University and Academic Faculty/Administrative Portfolio levels.
- 4.4 All transactions related to fundraising activities must be recorded in the University's Finance System.

### **5. Charitable Fundraising Act**

- 5.1 Fundraising in NSW is regulated by the *Charitable Fundraising Act 1991* (NSW) (CFA). The University has an Authority to fundraise issued under the CFA.

### **6. Identification of CFA Reportable Fundraising Activities**

- 6.1 Examples of CFA Reportable Fundraising Activities include appeals, events, breakfast/lunch/dinner/morning tea functions, and certain membership fees targeted to include non-Members for the purpose of fundraising.

Appeals to Members (as defined) are not reportable.

- 6.2 Bequests and unsolicited donations that do not relate to an appeal are not reportable under the CFA.

## **PART D – ACCOUNTING PROCEDURES**

### **7. Accounting for Fundraising Activities**

- 7.1 In order to ensure compliance with the requirements of the CFA, specific classification codes have been set up to facilitate easier identification of CFA income.
- 7.2 The classification codes are:-  
2407 – Donations – (Fundraising/Appeals) - CFA  
2408 – Functions – Special Events - CFA  
2409 – Gaming – Raffles/Auctions – CFA  
2410 – Other CFA Income
- 7.3 To facilitate the capture of both income and expenditure at the Responsibility Centre (RC) level associated with CFA reportable fundraising activities, a number of project codes have also been created.
- 7.4 The project codes are:-  
D5010 – CFA – Donations (Fundraising/Appeals)  
D5020 – CFA – Functions (Special Events)  
D5030 – CFA – (Raffles/Auctions)  
D5040 – CFA - Other
- 7.5 Advancement Services should be advised when a fundraising activity is CFA reportable so that the correct Responsibility Centre (RC), classification and project codes can be applied to revenue received.

## **PART E – GENERAL**

### **8. Related Information**

- The University's Rules for Foundations  
[http://www.usyd.edu.au/generalcounsel/resources/foundations\\_policy\\_final.pdf](http://www.usyd.edu.au/generalcounsel/resources/foundations_policy_final.pdf)
- The University's Privacy Policy  
<http://www.usyd.edu.au/arms/privacy/policy.htm>

## 9. Contacts

Accounting issues	Office of the Chief Accountant	Phone: 9351 4884	Email: <a href="mailto:kgul@usyd.edu.au">kgul@usyd.edu.au</a>
Fundraising approval	Development Office, University Relations	Phone: 9036 6270	Email: <a href="mailto:development@vcc.usyd.edu.au">development@vcc.usyd.edu.au</a>
Banking and Receipting	Advancement Services	Phone: 9351 3455	Email: <a href="mailto:c.askew@vcc.usyd.edu.au">c.askew@vcc.usyd.edu.au</a>
Advice on Members	Development Office, University Relations	Phone: 9036 6270	Email: <a href="mailto:development@vcc.usyd.edu.au">development@vcc.usyd.edu.au</a>
Advice on CFA	Office of General Counsel	Phone: 9036 5277	Email: <a href="mailto:admin@legal.usyd.edu.au">admin@legal.usyd.edu.au</a>
Reportable Fundraising	Counsel	Phone: 9036 5277	Email: <a href="mailto:admin@legal.usyd.edu.au">admin@legal.usyd.edu.au</a>

## 10. Review

- 10.1 These Procedures will be reviewed annually and on an ad hoc basis if required.
- 10.2 Feedback on these Procedures should be provided to the Deputy Vice-Chancellor (Community).

## PART F – REFERENCE SECTION

### 11. Commencement

These Procedures commence on 1 July 2007. They replace all previous procedures relating to fundraising.

### 12. Authority

These Procedures were approved by Deputy Vice-Chancellor (Community) on 19 June 2007.

### 13. Definitions

**Administrative Portfolio** means the administrative portfolios of the Provost/Deputy Vice-Chancellor, the Deputy Vice-Chancellor (International), the Deputy Vice-Chancellor (Research), the Deputy Vice-Chancellor (Community) and the Chief Operating Officer/Deputy Vice-Chancellor.

**Advancement Services** is the division of the Office of University Relations responsible for the recording, receipting and banking of all gifts and fundraising revenue received by the University.

**CFA** means the *Charitable Fundraising Act 1991* (NSW).

**CFA Reportable Fundraising Activity** means an appeal (or the receipt of income or a benefit arising from an appeal) by the University, including a Foundation, to people and organisations who *are not* Members of the University, and which is therefore reportable under the *Charitable Fundraising Act 1991*.

**Foundation** means a University of Sydney Foundation established by the Senate and governed by the Rules for Foundations.

[http://www.usyd.edu.au/generalcounsel/resources/foundations\\_policy\\_final.pdf](http://www.usyd.edu.au/generalcounsel/resources/foundations_policy_final.pdf)

**Fundraising Activity** means all activities undertaken by or on behalf of the University, including a Foundation, with the aim of soliciting or receiving money, property or other benefit for any University purpose, including operating support, special equipment, research, capital and endowed project

**Members** means University employees, students, alumni, donors or members of a Foundation admitted to the Foundation in accordance with Clause 11 of the University's *Rules for Foundations*.

**Register of Fundraising Activities** means the register of Fundraising Activities and corresponding Tracking Codes maintained by the Development Office.

**Tracking Code** means a tracking code assigned to a Fundraising Activity by the Development Office, in accordance with Clause 3.1 of these Procedures.