

## Monash University Policy

<b>Policy Title</b>	Gift Acceptance Policy
<b>Date Effective</b>	16-May-2011
<b>Review Date</b>	16-May-2014
<b>Policy Owner</b>	Director, Development
<b>Category</b>	Operational
<b>Version Number</b>	1.1
<b>Content Enquiries</b>	Senior Manager, Donor Stewardship and Recognition Email: donorservices@monash.edu
<b>Scope</b>	All campuses All faculties and divisions All staff All gifts
<b>Purpose</b>	The purpose of this policy is to state the University's position in relation to the acceptance of philanthropic gifts.
<b>POLICY STATEMENT</b>	

In Australia Monash University has been endorsed by the Australian Tax Office as a Deductible Gift Recipient and accepts gifts in accordance with the objects and purposes of the University.

Funds within the University's Australian Gift Fund are managed by the External Relations, Development and Alumni Division and Vice-President (Finance) to ensure compliance with Australian Tax Office gift fund requirements. Monash University may accept or refuse any philanthropic gift. Gifts may be designated for a specific purpose or undesignated.

The acceptance of gifts must be in harmony with the academic and strategic objectives of the University. Subject to this principle, the wishes and intentions of the donor provide guidance in determining the purpose for which the gift will be used, although ultimately the University has unconditional discretion to determine how the gift will be used.

Before accepting a philanthropic gift, the University will consider any additional University funding or commitment required to maintain, administer or comply with the conditions and intended use of such gift.

Non-cash gifts with a value of more than \$500 AUD must be reported to the Director, Development so that a decision may be made as to whether the proposed non-cash gift can be accepted. For non-cash gifts with a value less than \$500 AUD, the decision to accept the gift can be made at the discretion of the relevant department. For all accepted non-cash gifts an acknowledgement letter will be produced by Donor Stewardship and Recognition.

All philanthropic gifts accepted by the University will be recorded on the University's central donor database and the University finance system. All gifts will be formally acknowledged and receipted by the External relations, Development and Alumni Division where sufficient information has been provided to do so.

The University will not accept gifts from companies generating income from tobacco related products.

The University will not accept gifts if for any reason such acceptance would compromise its integrity, autonomy or academic freedom, or where such acceptance would be inconsistent with the University's mission and policies.

Gifts will not be refunded unless genuinely made in error.

<b>Supporting Procedures</b>	Gift Acceptance Procedures Gift Acceptance - Gift Receipting Procedures (Australia) Gift Acceptance - Receipting for Charity Auctions Procedures (Australia) Gift Acceptance - Receipting for Fundraising Events Procedures (Australia)	
<b>Responsibility for implementation</b>	Executive Director, External Relations, Development and Alumni (ERDA) Director, Development Senior Vice-President and Chief Financial Officer Pro-Vice Chancellor and President Sunway Campus Malaysia Senior Manager, Donor Stewardship and Recognition Executive Director, Corporate Finance Deans All staff handling gifts	
<b>Status</b>	New	
<b>Approval Body</b>	<b>Academic Quality and Standards policies</b> <b>Name:</b> <b>Meeting:</b> <b>Date:</b> <b>Agenda item:</b>	<b>Operational policies</b> <b>Name:</b> Vice-President (Advancement) <b>Date:</b> 31-May-2011
<b>Endorsement Body</b>	<b>Academic Quality and Standards policies</b> <b>Name:</b> <b>Meeting:</b> <b>Date:</b> <b>Agenda item:</b>	<b>Operational policies</b> <b>Name:</b> Director, Advancement Services <b>Date:</b> 31-May-2011
<b>Definitions</b>		
<b>Legislation Mandating Compliance</b>	Monash University Statutes and Regulations  Monash University (Council) Regulations Part 12  Australian Legislation  Fundraising Act (Vic) 1998 Fundraising Regulations 2009 (VIC) Income Tax Assessment Act 1997 Australia (Sub-divisions 30-A, 30-BA and 30-CA, Sub-divisions 50-A and 50-B) Privacy and Data Protection Act 2014 No.60 (VIC) Tobacco Act 1987 No 81 (VIC) Section 9 (1) & (2)	

	<p>Malaysian Legislation</p> <p>Income Tax Act 1967</p> <p>South African Legislation</p> <p>Income Tax Act 58 of 1962 Section 18A</p> <p>National Heritage Resources Act (No. 25 of 1999)</p> <p>Non-Profit Organisations Act 71 of 1997</p>
<p><b>Related Policies</b></p>	<p>Fundraising Policy</p> <p>Potential Donor Management Policy</p> <p>Physical Entity Naming Policy</p> <p>University Privacy Policy</p>
<p><b>Related Documents</b></p>	<p><u><a href="#">ERDA Website</a></u></p> <p><u><a href="#">Australian Taxation Office Goods and Services Tax Ruling GSTR 2000/11 (Sections 57 - 61)</a></u></p> <p><u><a href="#">Universities Australia Code of Practice for Australian University Philanthropy</a></u></p> <p><u><a href="#">University Ethics Statement</a></u></p>