

31 March 2010

Donations Policy



Policy on Acceptance of Gifts

Cycling Advocates Network is pleased to accept monetary or non-monetary gifts from a donor or sponsor for general funds, member groups, specific campaigns, projects or activities for Cycling Advocates Network.

Tied Gifts

Where a donor or sponsor wishes to make a tied donation or sponsorship of \$20,000 or more, directing this donation or sponsorship to a specific purpose, acceptance of this purpose is first required by the Committee. When Cycling Advocates Network seeks such a donation or sponsorship, provisional gift acceptance must be received before solicitation.

General Gifts

Where a donor or sponsor wishes to make an untied donation or sponsorship that is not directed to a specific purpose, such donations or sponsorships will first be allocated to Cycling Advocates Network General Fund. Disbursements from this Fund to specific projects will be made for on the approval of the Committee of Cycling Advocates Network.

Gifts of Shares

When Cycling Advocates Network is offered a gift in the form of shares, these shares will be valued at the close of day on the day ownership is transferred to Cycling Advocates Network, and then normally sold on receipt of the shares. The resulting funds will be invested according to the current investment schedule. The Committee of Cycling Advocates Network may decide to hold the shares in specie until the next meeting of the Committee.

Gifts of other Non-Monetary items

When Cycling Advocates Network is offered a gift in the form of property, artworks, life insurance policies, software licences, patents, copyrights and other non-cash items it will assess the situation on a case-by-case basis, confirm the timing of any cash requirements of the project or programme to be funded by the gift, seek the advice of its Committee and act accordingly.

In considering solicitation or acceptance of artwork or collectibles that will become part of Cycling Advocates Network collection, the Cycling Advocates Network staff and Committee will act consistently with Cycling Advocates Network policies that cover such acquisitions.

Gift Acceptance

The Committee can accept or reject contributions of any kind at its discretion. The decision to accept is normally made by the Committee. If the Committee is considering rejecting a gift, a briefing will be prepared for the Committee who consider the matter at a meeting of Committee.

Cycling Advocates Network shall not seek or accept a donation, sponsorship or grant that will significantly and adversely affect Cycling Advocates Network autonomy, advocacy freedom, reputation or financial position.

Bequests Policy

Cycling Advocates Network welcomes bequests from cyclists, supporters and other private individuals and approves the following guidelines for bequests.

Guidelines

1. Cycling Advocates Network accepts bequests for both general and specific purposes. Bequests may be in the form of cash, property, artworks, shares, patents, copyrights etc.
2. Cycling Advocates Network encourages donors to make the purpose of their bequest as general as possible, and not to attach conditions to endowed bequests which it may be difficult or impossible for Cycling Advocates Network to meet at a future date.
3. Cycling Advocates Network encourages the use of the preferred form of words which it approves from time to time. Such wording will allow redefinition of purpose if the original purpose proves impossible or impractical.
4. Cycling Advocates Network encourages donors to notify it of their bequest provision. All such donors are invited to become life members of Cycling Advocates Network.
5. If family or friends of the donor, or another charity, contest a bequest to the Cycling Advocates Network, Cycling Advocates Network will consult and consider, in particular, the wishes of the testator.
6. Cycling Advocates Network Policy on Acceptance of Gifts applies.

Receipt of Donations Policy

Purpose

The purpose of this policy is to ensure that all donations received by Cycling Advocates Network are retained by Cycling Advocates Network unless specifically stated otherwise by the donor. This policy will ensure that any potential conflicting claims on donations by member groups, specific campaigns, projects or activities may be avoided.

Definitions

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

Donation - A gift that is either given in the donor's lifetime or as a bequest. The donation may be given as cash or assets, such as property, art work, shares or insurance policies.

The donation may be for a specific purpose or be 'untied' (see below).

The donation may be for a specific member group.

Untied Donation - A donation where the donor either states that the gift is for general purposes or does not state any purpose for the gift.

All donations received will be treated as Untied unless otherwise stated by the donor.

Policy

When donations are received, in the first instance, by Cycling Advocates Network, they will be passed immediately to the Cycling Advocates Network. Funds are to be administered in accordance with any wishes expressed by the donor.

When donations received by Cycling Advocates Network are untied they will be directed to Cycling Advocates Network and placed in the Cycling Advocates Network General Fund. Cycling Advocates Network policy on the disbursement of such gifts will be applied.

POLICY ON DISBURSEMENT OF DONATED FUNDS

- (i) Tied Funds shall be disbursed by Cycling Advocates Network for the specific purposes of the funds. This includes donations made towards a specific member group to be reconciled annually.
- (ii) General funds shall be disbursed to projects as approved by the Committee.
- (iii) Where Cycling Advocates Network has established an endowment, all interest income generated from the capital is to be allocated to that project.
- (iv) Where the funds are held temporarily, the interest income shall normally be allocated to Cycling Advocates Network General Fund.
- (v) Funds of \$1,000 or less, if no longer required for the original purpose, will normally be transferred on completion of the original project to the Cycling Advocates Network General Fund.

References

- IRD's Guide on the tax benefits of making donations
 - <http://giving.org.nz/www.giving.org.nz/taxation>