

## Donations Received – Deductible Gift Recipient Requirements Policy

<b>Approving authority</b>	Finance, Resources and Risk Committee
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Donations Received Deductible Gift Recipient Requirements Policy.pdf">http://policies.griffith.edu.au/pdf/Donations Received Deductible Gift Recipient Requirements Policy.pdf</a>
<b>TRIM document</b>	2017/0000397
<b>Description</b>	This policy sets out the prescribed requirements that the University must comply with as a registered and endorsed Deductible Gift Recipient.
<b>Related documents</b>	
<a href="#">Donated Gift Items Form</a> <a href="#">Financial Management Practice Manual - Donations - Deductible Gift Recipient</a> <a href="#">Philanthropy and Fundraising Policy</a>	
<b>External Links:</b>	
<a href="#">Australian Tax Office – Non-Profit Gifts and Fundraising</a> <a href="#">Australian Tax Office – Further Conditions for a Tax-Deductible Contribution</a>	
<a href="#">[Introduction]</a> <a href="#">[Policy]</a> <a href="#">[Policy Guidelines]</a>	

### 1. INTRODUCTION

The Income Tax Assessment Act 1997 allows organisations or individuals making donations or providing gifts to organisations endorsed as Deductible Gift Recipients (DGR) to claim income tax deductions for the value of the donations or gifts provided. Organisations or agencies endorsed (approved) by the Australian Tax Office are able to receive income tax deductible donations/gifts. The Australian Charities and Not-for-profits Commission decides which organisations are charities and regulates their activities but does not provide DGR endorsement.

The University is endorsed by the Australian Tax Office as a DGR.

Donations may be in the form of financial donations or gifts of property, artworks, library collection or other assets such as shares. Specific requirements are contained on the ATO website at the external links provided above. Further information relating to philanthropy and fundraising at Griffith is included in the Philanthropy and Fundraising Policy.

This policy sets out the University's requirements to ensure it retains its DGR status.

### 2. POLICY

The receipt of donations is administered by the Office of Development and Alumni. All elements must liaise with the Office of Development and Alumni to ensure that donations or gifts to the University are appropriately recorded in the donation and relationship management database, receipted and acknowledged.

A separate gift fund is maintained by the Development and Alumni Office to record donations or gifts of money and property made to the University for general use or specific purposes. It also acts as a conduit for passing on donations to specific elements or activities of the University to meet the requirements specified by the donor.

Appropriate receipts are issued by the Office of Development and Alumni for all individuals and organisations that make donations to the University. All receipts must contain the following information:

- Name of the fund or institution to which the gift is made
- University's ABN
- Date the gift was received
- Amount of money donated
- Description of any gifts of property
- Note the fact the donation is a gift.

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### 3. POLICY GUIDELINES

DGR donations/gifts have the following characteristics:

- there is a transfer of money or property,
- the transfer is made voluntarily,
- the transfer arises by way of benefaction (i.e. the donor does not expect anything in return), and
- no material benefit or advantage is received by the donor.

Where these characteristics are met no GST applies to the donation.

Generally, the following items are not DGR donations/gifts and should not be treated as such, nor will they be GST free:

- sponsorship income,
- income from commercial activities, and
- proceeds from raffles, charity auctions, fundraising dinners and the like where the proceeds are not deductible contributions.

In some cases, fundraising events such as dinners and charity auctions may be deductible contributions. Specific requirements must be met and these are outlined on the ATO website via the external link provided above.

For valuation rules as they apply to property and shares, also refer to the ATO website link.