

**Purpose** The Philanthropic Gift/Donations Policy provides general guidelines in relation to the provision of donations, equipment or services as gifts to the Balcombe Estuary Reserves Group Mt Martha Inc. (BERG Mt Martha).

**Policy** BERG Mt Martha welcomes financial, equipment or service contributions from individuals, families, commercial organisations, community groups and philanthropic trusts in support of its work.

We actively encourage these gifts to be unrestricted as this gives the BERG Mt Martha Committee of Management the flexibility to decide the priorities of the organisation.

BERG Mt Martha will accept gifts that are made to it with no specified purpose (i.e. unrestricted), or if a purpose is specified, where that purpose is aligned with our core values and strategic direction. Where gifts are towards specific aspects of our work, they will be monitored and accounted for separately as necessary.

As a fundamental principle, BERG Mt Martha will do all that is reasonable and prudent to honour the wishes of the donor. BERG Mt Martha will also ensure that donors are appropriately recognised for their generosity.

BERG Mt Martha will maintain the highest ethical standards in the acquisition, acknowledgement and administration of philanthropic gifts and donations. BERG Mt Martha may accept or refuse any gift as determined by the BERG Mt Martha Committee of Management.

The Philanthropy Coordinator is responsible for implementing procedures for appropriate acknowledgment of donations and gifts, working with the Treasurer for receiving and recording donations income as well as recording other philanthropic gifts or services of a material value.

A Philanthropic Gifts/Donations Procedure endorsed by the BERG Mt Martha Committee supports this Policy.

**Definition** A **philanthropic gift** to BERG Mt Martha may be a donation of funds, services, equipment or property received from individuals, families, commercial organisations, community groups and philanthropic trusts.

**A donation of funds** to BERG Mt Martha may be received from individuals, families or commercial organisations, and may be in the form of:

- Annual or ad hoc donations;
- Periodic or regular deposits by EFT; or
- Bequests

All philanthropic gifts or donations will be used to fund the strategic priorities of BERG Mt Martha, including conservation work, environmental and community education, communications or administrative activities.