

# FUNDRAISING GUIDELINES

Sydney Dogs and Cats Home has established guidelines to ensure that your activity complies with fundraising regulations and upholds Sydney Dogs and Cats Home principles:

1. The fundraising event/activity shall be conducted in the authorised Fundraiser's name and is the sole responsibility of the fundraiser. Sydney Dogs and Cats Home can offer some assistance, within what is considered to be reasonable grounds and depending on availability of resources. However, Sydney Dogs and Cats Home is not able to take a coordination role in these activities and its staff or volunteers cannot assist in soliciting prizes, organising media relations, sole publicity, or providing goods or services to assist the Fundraiser (you) in the running of the fundraiser/event.
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2. The Sydney Dogs and Cats Home is unable to provide public liability insurance cover to Community Fundraising events/ activities.
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3. If the Fundraiser wishes to utilise Sydney Dogs and Cats Home name and/or logo on any materials or products, the Fundraiser must obtain prior permission from Sydney Dogs and Cats Home. All printed material, including media releases, must be forwarded to Sydney Dogs and Cats Home for approval prior to being printed or circulated.
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4. If the Fundraiser wishes to refer to or promote Sydney Dogs and Cats Home Inc, they must refer to the organisation as 'Sydney Dogs and Cats Home'.

## FUNDRAISING GUIDELINES CONTINUED....

The Fundraiser has no right to the name Sydney Dogs and Cats Home, nor is the Fundraiser given the right to raise funds in that name.

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5. Please remember that your fundraising event/activity will not be a Sydney Dogs and Cats Home's fundraising event. It will be a fundraiser to raise funds for Sydney Dogs and Cats Home. A suggested format to promote your activity is 'Funds raised will support Sydney Dogs and Cats Home..'
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6. The financial aspects, fundraising, raffles, record keeping and management of the event/activity are entirely the responsibility of the Fundraiser.

*The general obligations of the Fundraiser are to:*

- Provide Sydney Dogs and Cats Home with an estimate of the income and expenditure associated with your event.
- Keep accurate financial records.
- Return funds raised and details of your actual income and expenditure to Sydney Dogs and Cats Home within **14 days** of the fundraising activity

**NB:** Basic tips for record keeping – a simple way to keep track of the financial details of your event is to keep a folder with a number of plastic sleeves. Use individual sleeves to keep receipts, bank deposit stubs, cheques donated, donor pledge/ tally sheets and receipts.

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7. Sydney Dogs and Cats home cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented.

**NB:** Total expenses must be less than 40% of Gross income.

## FUNDRAISING GUIDELINES CONTINUED....

8. Sydney Dogs and Cats Home will issue official receipts for approved events. Tax-deductible receipts can only be issued to people donating money of \$2 or more. The Fundraiser must keep a register of all supporters eligible for tax-deductible receipts and send back to Sydney Dogs and Cats Home. If required, Sydney Dogs and Cats Home can issue you with a receipt register to record all people requesting a receipt. Individual receipts will be distributed by Sydney Dogs and Cats Home.

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9. Sydney Dogs and Cats Home do not issue receipt books to the Fundraiser to issue receipts; however it is important that you familiarise yourself with the official guidelines for issuing receipts, so you provide the correct information to people supporting your fundraiser. You need to understand:

- When a receipt can be issued, and to whom.
- **The following are not tax-deductible:**
  - > Ticket purchases (eg. Raffle), entry to an event, donations of goods or services, auction purchases. That is, anything where the person gets something in return for giving is not tax deductible.
  - > Tax deductible receipts can only be issued in return for a straight donation, that is, when the donor receives nothing in return. The Fundraiser can supply the donation link from the website for supporters to receive a receipt from Sydney Dogs and Cats Home or provide the supporters name and address details for receipts to be supplied by Sydney Dogs and Cats Home after the event.