

SESLHD GUIDELINE COVER SHEET



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| AUTHOR | Manager Executive Services |
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| SUMMARY | To provide guidelines for staff who wish to fundraise for SESLHD hospitals, services or departments. To ensure existing fundraising activities are supported and to provide guidance for staff in relation to regulatory guidelines. |

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Guidelines for Staff wishing to Fundraise for South Eastern Sydney Local Health District (SESLHD)

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Section 1 - Background

SESLHD encourage staff to be involved in fundraising activities on behalf of their workplace. These guidelines assist in ensuring regulatory requirements are met.

Fundraising plays an important role in enabling SESLHD to provide enhanced facilities and services to patients and their families. Funds raised may be used to purchase equipment, improve patient amenities or support capital works programs.

Staff wishing to fundraise on behalf of their hospital or department must comply with [NSW Ministry of Health Policy - PD2009_067 Fundraising Policy](#), *Charitable Fundraising Act 1991 No 69*, *Charitable Fundraising Regulation 2015* and the NSW Fair Trading Best Practice Guidelines for Charitable Organisations.

The guidelines apply to all hospitals. The guidelines do not apply to hospital foundations. Guidelines for foundations are dealt with under Section 10.1 and 10.2 of [NSW Ministry of Health Policy - PD2009_067 Fundraising Policy](#).

Fundraising for Prince of Wales, Royal Hospital for Women and Sydney/Sydney Eye Hospital is organised by the respective Foundations. Staff of units / wards / departments within these hospitals should contact the Foundation in the first instance. Details for the Foundations are as follows:

- [Prince of Wales Hospital Foundation](#) 9382 4263
- [Royal Hospital for Women Foundation](#) 9382 6720
- [Sydney Eye Hospital Foundation](#) 9382 7414
- [Sydney Hospital Hand Foundation](#) 9382 7367

Please note: Should staff of the above hospitals wish to conduct minor fundraising for their own department or ward, they should submit a Request to Fundraise Form to the hospital General Manager. Examples of minor fundraising include: sausage sizzles, cake stalls or low value raffles e.g. basket of Easter eggs.

Section 2 – Easy Steps to Internal Fundraising

1. Contact either the facility Fundraising Coordinator (or for services without a fundraising coordinator contact the General Manager or Service Director's office) to discuss your fundraising proposal or idea.
2. Complete the internal fundraising application form providing details of the proposed activity / project (e.g. raffle, sausage sizzle, stall etc). Obtain support and approval from your line manager prior to further progression.
3. The completed application form needs to be approved by the General Manager, Service Director or Fundraising Coordinator.
4. Once authorised, a Special Purposes and Trust Fund account may need to be established and all deposits and withdrawals must be made through the nominated account. Contact your local finance team for more information.
5. Money raised through fundraising must **not** be deposited into normal operating accounts (general fund cost centres).
6. Staff conducting an internal fundraising activity are accountable for ensuring that all income and expenditure related to the activity is properly recorded, the money balances, receipts for expenses are provided and comprehensive records retained.
7. Any staff wishing to invite media to their fundraising event / activity **must** contact the media and communications team prior to contacting the media.
8. Money raised through fundraising activities is to be used towards the purchase of medical or patient equipment or improvement of services. It is not to be used for staff amenities.
9. It is inappropriate for an employee of SESLHD to receive a personal benefit from a fundraising activity or donation therefore fundraising for staff education or expenses is not permitted.
10. The Ministry of Health Code of Conduct indicates that receipt of non-token gifts and benefits by employees is not appropriate and this requirement also applies in respect of fundraising.

Section 3 – Fundraising Guidelines

Internal Raffles:

The fundraising coordinator, general manager or service director should be provided with a list of the companies / businesses you are proposing to contact for donation of prizes to ensure that they have not already been approached other departments.

Raffle prizes prohibited include:

- Money prizes over \$25,000
- Tobacco products
- Firearms or ammunition
- Prohibited weapons
- Cosmetic surgery or other procedures designed to improve personal appearance
- Liquor prizes exceeding more than 20 litres.

A comprehensive statement of Income and Expenditure must be compiled along with all details of the number of tickets issued, who was present at the draw, details of the winning ticket(s), details of winner and prize delivery.

Record Keeping:

All fundraising conducted on behalf of SESLHD must comply with the requirements of the *Charitable Fundraising Act 1991 No 69*.

It is a requirement of the State Records Act (GA28-02.07.02) that records relating to fundraising activities must be kept for seven years. All records should be provided to either the fundraising coordinator or office of the Director for retention in an appropriate Electronic Document Records Management System (EDRMS).

Gifts in Kind

A raffle prize that has been donated is considered a gift-in-kind donation. Fundraising coordinators or staff within the Director's office should maintain a register of gift-in-kind donations. Where possible the register should be maintained in an EDRMS. The information recorded in the register should include:

- The date the gift-in-kind donation was received
- A description of the gift-in-kind, including model number and serial number (if appropriate)
- The purchase price, or where the gift-in-kind was donated include its estimated value
- Details of the use of the gift-in-kind donation (i.e. used in a raffle or as an auction prize, etc.)

Fundraising Return:

It is a guideline of both the *Charitable Fundraising Act 1991 No 69* and NSW Ministry of Health Policy *PD2009_067 Fundraising Policy* that the proceeds from an appeal are applied to the purposes or objects of the appeal, and that any expenses deducted are lawful and proper. This means that if the activity is stated to be raising money for a particular service the funds raised may only be used for that service.

A fundraising appeal for donations only (with no associated supply of goods or services) must take all reasonable steps to ensure that a minimum return of 50% is realised.

The Lotteries and Art Unions Act 1901 No 34 requires minimum returns for certain forms of lottery or games of chance e.g. a minimum return of 40% should be achieved from raffles.

In all other cases, including where goods or services are supplied, all reasonable steps must be taken to ensure that the expenses payable do not exceed a fair and reasonable proportion of the gross proceeds obtained.

Receipting:

The Statement of Income and Expenditure must have attached all records that validate accuracy of all items listed, how many raffle tickets issued, sold and returned, receipts that tally etc.

Donations:

Receipts for tax purposes can only be issued to people giving cash donations. Cash donations of \$2.00 or more are tax deductible.

The following are not tax deductible:

- Raffle or art union ticket purchases
- Purchases of goods (e.g. chocolates, merchandise) or services
- Purchases made at an auction.

Dis-endorsement

Approval for any fundraising event or activity may be withdrawn at any time if it appears that there is a likelihood of the fundraiser not being conducted in line with these guidelines, MoH Policy or any statutory regulation or legislation.

Staff Awards

Prizes that may be donated for staff awards are not considered fundraising and are not within the scope of this guideline.

Major Fundraising Activities

Staff organising major fundraising activities such as fetes or open days may wish to consider the NSW Ministry of Health Guideline *GL2017_012 Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework*.

Section 4 – Fundraising Contacts

SOUTHERN SECTOR:

St George Hospital

Penny Glezellis

Fundraising Coordinator

Level 3, James Laws House, St George Hospital

Email: SESLHD-StGeorge-CommunityRelations@health.nsw.gov.au

Website: <https://secure.donman.net.au/client/stgh/stgh.asp>

Phone: 9113 2901

Sutherland Hospital

Colin Dent

Community Engagement and Fundraising Manager

Email: SESLHD-TSHDonate@health.nsw.gov.au

Website: <https://bit.ly/TSHDONATE>

Phone: 9540 7251

St George and Sutherland Medical Research Foundation

Website: <https://community.stgeorgemrf.com.au/donate>

Phone: 9098 4040

Section 5 – Documentation, References, Revision and Approval History

Documentation

- SESLHD District F032 - Application for Internal Fundraising by SESLHD Staff
- SESLHD District Form F033 - Statement of Income and Expenditure for Internal Fundraising projects by SESLHD staff

References

- [Charitable Fundraising Act 1991 No 69](#)
- [Charitable Fundraising Regulation 2015](#)
- [The Lotteries and Art Unions Act 1901 No 34](#)
- [NSW Fair Trading Best Practice Guidelines for Charitable Organisations](#)
- [NSW Ministry of Health Policy - PD2015_049 Code of Conduct](#)
- [NSW Ministry of Health Policy - PD2009_067 Fundraising Policy](#)
- [NSW Ministry of Health Guideline - GL2017_012 Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework](#)

Revision and Approval History

| Date | Revision | Author and approval |
|---------------|----------|--|
| January 2010 | 0 | Bronwyn Jones, Fundraising Coordinator, Central Hospital Network Approval granted by Director Communications and Executive Services Approval granted Chief Executive |
| January 2012 | 1 | Reviewed by Community Partnerships Officers – Northern and Southern Sector |
| March 2012 | 1 | Approval by Director of Operations- St. George and Sutherland Hospitals and Health Services |
| April 2012 | 1 | Approval by Director of Operations - Prince of Wales & Sydney / Sydney Eye Hospitals and Health Services |
| July 2018 | 2 | Reviewed by Manager Executive Services and processed for Draft for Comment |
| November 2018 | 2 | ESC updated following Draft for Comment feedback and submitted to Manager Executive Services for review and approval prior to progression to SESLHD Executive Council |
| February 2019 | 2 | Tabled at Executive Council meeting. Not approved. A further review of Background and Section 2 is required. |
| March 2019 | 3 | Document updated in line with feedback received from February 2019 Executive Council meeting. Tabled at March 2019 meeting and further changes required. |
| April 2019 | 4 | Document updated in line with feedback received from March 2019 Executive Council meeting. |