ONE OFF DONATION POLICY

Policy Category: Financial Management	**Version: Three**
Drafted By: S. Baeker	**Approved by Board on: 17 October 2025**
Responsible Person: Board Chair	**Scheduled Review Date: 17 October 2027**

Introduction

One Foundation International (OFI) is committed to ensuring that all funds entrusted by donors are managed responsibly, transparently, and in accordance with legislative and regulatory requirements. OFI receives funds through various channels, including child sponsorships, designated project donations, and general contributions.

Purpose

This policy outlines the principles and processes guiding the receipt, allocation, and reporting of one-off donations to ensure compliance and accountability.

Policy

All donations to OFI are made to *One Foundation International Inc.*, a Public Benevolent Institution registered with the Australian Charities and Not-for-Profits Commission (ACNC) and endorsed by the Australian Taxation Office as a Deductible Gift Recipient (DGR).

By donating to OFI, donors acknowledge that their contributions will be applied in alignment with OFI's charitable objectives and consistent with the intent of their selected partner organisation.

OFI retains full discretion and control over all donated funds to ensure they are used in accordance with its mission, legal obligations, and internal policies.

In the event that a recipient project is unable to meet its obligations under the Memorandum of Understanding (MOU) or ACNC requirements, OFI reserves the right to withhold or reallocate funds until compliance is achieved.

OFI is committed to ensuring that 100% of designated donations are applied to expenses directly supporting individuals and communities in need.

A standard 7% administration fee applies to one-off donations unless otherwise approved by the Board.

Procedures

Receipt of Funds

Donors will receive an official receipt from OFI acknowledging the date and amount of the donation.

If compliance requirements prevent the intended allocation, OFI will contact the donor to recommend an alternative partner project.

Where the donor cannot be reached, OFI may allocate funds to a similar project area.

Collection of Funds

One-off donations may be received from individuals or organisations through various payment methods, including direct deposit, card payment, cheque, or cash.

Distribution of Funds

Funds will be distributed to the designated project in a timely manner, following internal verification and compliance checks.

Donations of $500 or more that are undesignated ("Where Needed Most") will be allocated at the discretion of the Board.

Reporting

The project partner receiving the donation will be asked to provide a short report that includes:

- A brief description of how the funds were used.
- The key outcomes or impact achieved.
- Any relevant stories, photos, or insights demonstrating the difference made.

This report should be returned within a reasonable timeframe (typically one month), and OFI may share a summary of the information with the donor to demonstrate accountability and impact.

Responsibilities

OFI Board and Management will:

- Ensure all one-off donations are handled in accordance with this policy and OFI's charitable purpose.
- Maintain appropriate internal controls and record-keeping.
- Oversee timely allocation and reporting of donated funds.

The Administration Manager will:

- Record and track all one-off donations in OFI's financial systems.
- Provide regular updates to the Board on significant donations received.
- Ensure that partner reports are collected and filed appropriately.

Review

This policy will be reviewed every two years or earlier if required due to changes in legislation, donor requirements, or organisational practice.

Related Documents

- Partner Memorandum of Understanding (MOU)
- Distribution of Funds Policy
- Ethical Fundraising Policy
- External Conduct Standards Policy
- ACNC External Conduct Standards

AUTHORISATION



Michael Chant
Interim Board Chair

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