



# GLASSHOUSE CHRISTIAN COLLEGE BUILDING AND LIBRARY FUNDS DEDUCTIBLE GIFTS POLICY

## ***Introduction***

Glasshouse Christian College is a registered charity which operates two funds which have ATO Deductible Gift Recipient Status: The Glasshouse Christian College Building Fund (hereinafter “*the Building Fund*”) and the Glasshouse Christian College Library Fund (hereinafter “*the Library Fund*”). Receipts to these funds support the interests of GCC, including facility and program development. The College Board uses transparent and ethical processes for the acceptance of gifts to these funds, for the protection of the interests of donors and the College.

This policy informs donors, Board Members and any GCC staff involved in fundraising about the framework used by the College Board to govern the acceptance of gifts.

*Reference to “GCC” in this policy includes references to College Board members, College staff and any other person who is authorised to solicit or accept gifts on behalf of the GCC Building and Library Funds. The College runs a separate bank account for its Building and Library Funds. Reference to ‘gifts’ in this policy includes gifts of cash, real property, valuable items and gifts made in wills.*

## ***Deductible Gift Acceptance***

1. The College will welcome, appreciate and respect the interests of individuals and corporations seeking to make a gift to the Building or Library Funds.
2. Gifts will only be sought and accepted if their acceptance will be consistent with the College Board’s objectives.
3. The College Board will, to the extent that is legally and practically possible, ensure that gifts to the Building and Library Funds are used in accordance with the donor’s wishes.
4. The College will issue written receipts or acknowledgements for all gifts.
5. The College will ensure that donors receive appropriate acknowledgement and recognition for their gifts.
6. If a donor wishes to remain anonymous, the College will take all reasonable steps to ensure that information about the gift and the donor is kept confidential.
7. The College encourages all donors to seek independent professional advice about the taxation status or any other legal implications of their gift or potential gift. The College’s Business Manager will work with any such advisors to assist with the donor’s gift arrangements.
8. The College will manage the storage of information about donors and their gifts confidentially, in accordance with applicable laws and in accordance with the Glasshouse Christian College Privacy Policy.

9. Gifts made to the Building and Library Funds will only be accepted if they comply with the rules of the DGR fund and if the acceptance complies with Australian Tax Office requirements for DGR funds.
10. Gifts will not be accepted if they arise in whole or in part from activities which, in the College Board's opinion, may damage the reputation of the College; in particular, gifts will not be accepted from tobacco companies or businesses associated with child labour, gambling, sexual activities or animal cruelty.
11. Gifts will not be accepted if a donor indicates an expectation of any advantage as a result of making the gift, noting that the usual forms of donor recognition may be offered by the College at their discretion.
12. The College will ensure that anyone authorised to solicit a gift on its behalf will be made aware of this policy and in particular, the expectation that the person will avoid actual and apparent conflicts of interest.
13. The College will not accept gifts to its Building and Library Funds that it considers to be too difficult or too expensive to administer.
14. The College reserves the right to decline acceptance of a gift to either of its Building or Library Funds.

### ***Gift refunds***

Requests for refunds of gifts will be considered and determined on a case by case basis. Decisions regarding refunds will be made by the Principal who may also, in his or her discretion, seek guidance from the Board on the question of whether a refund should be made.

If a refund is made, it will be returned to the bank or credit card account originally debited.

When a refund request is received, the Principal will assess the reason given for the refund request. The following reasons will usually be considered favourably:

- the College has made an error;
- the donor's banking details were fraudulently obtained and used; or
- the donor had previously requested that debits be cancelled but the debits continued.

The College may issue a refund on the grounds of financial hardship – however, this refund will be to the maximum of the last debited or gifted amount. All refund requests will be considered on a case by case basis but the College is unlikely to issue a refund only on the grounds that the donor has had a change of mind.

The College will not issue a refund of a gift made in the previous tax year unless there are special circumstances, and this refund is authorised by the Board.

If a donor is not satisfied with the outcome of the Principal's decision about a refund, the donor may escalate their request in writing to the Chairman of the College Board for a final decision.