

graceWorks Australia Inc. Donations and Payments Policy

graceWorks Australia Incorporated transfers funds donated in Australia to the Philippines for various education, support and relief programs. These donations are tax deductible.

graceWorks Australia Inc. also transfers payments of land costs for Mission Teams visiting the programs. Land cost payments are not tax deductible.

The programs that are tax deductible are:

1. General Donations – giving towards the area of greatest need
2. Primary Health and Nutrition Programs – for children and families who are living in extreme poverty
3. Safe Haven Community Center and Children’s Home – providing crisis accommodation, nutritional and medical care for children and their families, education sponsorships and employment projects.
4. Adult Education and Enterprise Programs and Projects – supporting adults and young people by helping them to gain qualifications and employment skills
5. Men’s Programs – providing for the social, emotional and spiritual needs of the men
6. Women’s Programs – providing support and developing projects to build dignity and value into the lives of the women
7. Building and Equipment – providing for infrastructure needs
8. Professional Learning – supporting the professional growth of workers
9. Emergency Relief – supporting people affected by disasters and traumatic events through the provision of food, shelter, clothing medical care and counselling
10. Legal Fee Support – providing for the legal costs of victims of crime
11. Family Support – providing for the needs of children and families

The following information outlines the graceWorks Australia Inc. donation procedures:

1. Donating to a current program:

- (a) The *graceWorks Australia Inc. Donation Form* is available at graceworks.org.au and a copy is included at the end of this document (see Appendix 1). This form must be completed and returned to the Treasurer at treasurer@graceworks.org.au when a donation is made.
- (b) The correct account must be used as outlined by the instructions in the *Donation and Payment Methods* document available at graceworks@graceworks.org.au (see Appendix 2).
 - (i) Tax deductible donations should be deposited into the graceWorks Australia Inc. Relief Fund. The Treasurer will forward a taxation receipt for all donations over \$AUD 2.00 if the donor has provided email or address details.
 - (ii) Non tax deductible payments must be deposited into the graceWorks Australia Inc. general account and a general receipt will be provided by mail if the donor has provided address details.
 - (iii) Donors who pay regular instalments will be issued with an annual receipt itemising all their payments at the end of the financial year.

- (c) If the donation is not directed to a particular program the graceWorks Australia Inc. Committee will assign the funds to the area of greatest need.
- (d) If a donation is deposited into an account and the donor is unable to be identified after all avenues for identifying the person have been explored, then the Committee will assign the funds to the area of greatest need.
- (e) If the donation is for an initiative that has closed as a result of the need being fully met or no longer being in existence, then the Committee will assign the funds to the area of greatest need.
- (f) If a donor asks the Treasurer to hold funds donated until advised by the donor to forward the donation and the donor fails to contact the Treasurer about the transfer of these funds, after six (6) months have elapsed, the donation may be reassigned to another program by the Committee.

2. Donating to a new initiative:

- (a) New initiatives will always be presented in writing by the authorised leader of a program or project and will require references as to the validity and accountability processes.
- (b) A new initiative must meet with the approval of the graceWorks Australia Inc. Committee, to ensure that it complies with Australian Taxation Office requirements.
- (c) If a donation is made for to a program that is not approved by the Committee. The donor will be contacted and asked if they wish to reassign the funds to an appropriate area of need or if they wish to receive a refund.
- (d) Donors who need further information regarding the validity of an initiative or program are able to contact the Treasurer or the Chairman of the Committee.

3. Dealing with lobbying or direct requests for donations or gifts:

- (a) In order to minimise fraud, corruption and profiteering graceWorks Australia Inc. do not support private requests for financial support or gifts or lobbying for a “need” made by people supported by programs and projects or by workers in programs and projects. Only authorised leaders can fulfil this role in consultation with the Committee.
- (b) All direct requests from people engaged in programs and projects or from people associated with programs and projects must be referred to the Committee before seeking a donation. The enquiry will be passed on to the program’s leadership for validation to ensure that the request is genuine and that multiple requests for the same purpose are managed appropriately.
- (c) If a donation is made as a result of a request from an individual not authorised by the Committee. The donor will be contacted and informed of this and they will receive a refund.
- (d) Mission teams and supporters that visit The Philippines often develop relationships with individuals, family or the people who work in the programs and may be asked for money. Supporters should seek advice from the programs leadership and the graceWorks Australia Inc. Committee before responding to any request for financial support or gifts, especially if it is made through social media, Facebook or personal email contact.

Appendix 1 – Donation Form

graceWorks Australia Inc. Relief Fund Donation

Name: _____

Postal address: _____

Email address: _____

Please indicate the project(s) to which you are donating and the amount of your donation.

General Donation A gift towards the area of greatest need	\$	Primary Health & Nutrition Programs Nutrition intervention for children and families	\$
Safe Haven Community Center and Children’s Home Providing crisis accommodation and care for children and their families	\$	Adult Education and Enterprise Programs Supporting adults and young people to gain employment, skills and qualifications	\$
Men’s Programs Providing for the social, emotional and spiritual needs of men	\$	Women’s Programs Building support, dignity and value into the lives of the women	\$
Building and Equipment Providing for the infrastructure needs	\$	Professional Learning Supporting the professional growth of workers	\$
Emergency Relief Support after disasters and traumatic events – providing food, shelter, clothing, medical care and counselling	\$	Legal Fee Support Providing for the legal costs of victims of crime	\$
Family Support Providing for the needs of children and families	\$		

1. **Payment by cheque** Payable to: graceWorks Australia Inc. Relief Fund
Complete this donation information form and mail it together with your cheque to:
Treasurer graceWorks Australia Inc.
PO Box 641
Cardiff 2285

2. **Payment by EFT**

Account Name: graceWorks Australia Inc. Relief Fund
BSB: 637000
Account Number: 714013491

Reference your payment with your name in the reference field. **ALSO**
Email this completed form to treasurer@graceworks.org.au to assist in identifying your payment.

1. **Payment by credit card**

Visit our website graceworks.org.au. Select ‘DONATE’ from the top menu bar. This will take you to the *Give Now* website. Follow the prompts to make your payment.
Request a notification email to be sent to treasurer@graceworks.org.au.
Indicate the project you are donating to in the ‘Message’ field.

2. **Cash by hand**

Complete this donation form and give donation to any member of the Committee.

Enquiries: Treasurer – treasurer@graceworks.org.au
Chair – chair@graceworks.org.au
Secretary – secretary@graceworks.org.au

Appendix 2

Donation and Payment Methods

DONATIONS – Tax deductible receipts are issues for donations over \$2.

1. ***Donate by cheque*** Payable to: graceWorks Australia Inc. Relief Fund

Mail the cheque and the donation form to: graceWorks Australia Inc.
PO Box 641
Cardiff 2285

2. ***Donate by EFT***

Account Name: graceWorks Australia Inc. Relief Fund
BSB: 637000
Account Number: 714013491

Reference your payment with your name in the reference field of your financial institution.
Email our treasurer with the donation form attached at treasurer@graceworks.org.au to assist in identifying your payment.

3. ***Donate by credit card***

Visit our website at graceworks.org.au. Select 'DONATE' from the top menu bar. This will take you to the *Give Now* website. Follow the prompts to make your payment.

Please be aware that:

- the *Give Now* organisation takes out a small fee for this service.
- funds do not reach graceWorks Australia Inc. Relief Fund until the first week of the month following your donation.

4. ***Cash by hand*** to any member of the graceWorks Australia Inc. Committee.

PAYMENTS – Payments are not tax deductible. A general receipt will be issued.

1. ***Payment by cheque*** Payable to: graceWorks Australia Inc.

Mail the cheque and the donation form to: graceWorks Australia Inc.
PO Box 641
Cardiff 2285

2. ***Payment by EFT***

Account Name: graceWorks Australia Inc.
BSB: 637000
Account Number: 780076534

Reference your payment with your name in the reference field of your financial institution.
Email our treasurer at treasurer@graceworks.org.au to identifying your payment

3. ***NO payments by credit card***

DO NOT use the *Give Now* website for payments of **any** kind.

graceWorks Australia Inc. will lose this donation facility if it is used to pay for mission trip land costs or any items we sell through a fund raising event.

4. ***Cash by hand*** to any member of the graceWorks Australia Inc. Committee.