



BYRON SHIRE COUNCIL

POLICY NO 10/001

SECTION 355 MANAGEMENT COMMITTEES/BOARDS - RECEIPT OF DONATIONS

Policy –Section 355 Management Committees/Boards – Receipt of Donations

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council	8/4/10	Resolution No.	10-201
Policy Responsibility	Governance and Community Services		
Review Timeframe	As Required		
Last Review Date:	March/April 2010	Next Scheduled Review Date	

Document History

Doc No.	Date Amended	Details Comments eg Resolution No.
#906279		Draft Policy reported to Council 17/12/09
#925044	17/12/09	Res 09-1057 place on exhibition from 21/1/10 to 18/2/10
#942130	8/4/10	Reported to Council for adoption
#953688	8/4/10	Adopted Res 10-201 8/4/10

Further Document Information and Relationships

Related Legislation	Section 355 and 377 Local Government Act 1993
Related Policies	
Related Procedures/ Protocols, Statements, documents	Guide to Operations Section 355 Committees Section 377 Delegations to Section 355 Committees

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POLICY TITLE Section 355 Management Committees/Boards – Receipt of Donations

FILE REFERENCE COR050505

1. OBJECTIVES

- 1.1. To ensure all monetary and non-monetary donations received by Section 355 Management Committees/Boards are administered in accordance with Council Policy.

2. POLICY STATEMENT

- 2.1. The management of some of Council's facilities are exercised by a Section 355 Management Committee/Boards consisting of community members and Councillors in accordance with Section 355 of the Local Government Act 1993.
- 2.2. Council's Section 355 Management Committees/Boards operate under Section 377 of the Local Government Act 1993 and have adopted Delegations.
- 2.3. In accordance with Section 377(g) of the Local Government Act Council cannot delegate to the Committees/Boards "the voting of money for expenditure on its works, services or operations".

3. MONETARY DONATIONS

- 3.1. Any person or group/organisation wishing to donate moneys greater than \$100 to a Section 355 Management Committee/Board for a specific purpose must put in writing to the Management Committee/Board and Council their intent on what the donation may be used for.
- 3.2. The Section 355 Management Committees/Boards that forward all financial transactions to Council for recording and reporting must identify and forward all donations to Council. Council will record the donations as a separate sub-account in the general ledger on that facility for which the money was donated.
- 3.3. The Section 355 Management Committees that manage their own finances must advise Council of any donations received and record the donations as a separate line item in their financial report.
- 3.4. Unless otherwise stated by the donor all donations received greater than \$100 will be used for maintenance / upgrade of the facility in accordance with Council's adopted building maintenance program for that facility.
- 3.5. If the donation is made to the Section 355 Management Committee/Board for a specific project/purpose it will be reported to Council for approval on the expenditure of the donation for that specific project/purpose.

4. NON-MONETARY DONATIONS

- 4.1. All non-monetary donations of equipment, tables, chairs etc. proposed to be made to Section 355 Management Committees/Boards must be advised to Council with a recommendation from the Committee of its willingness to accept the donation.
- 4.2. The General Manager or delegate of Council has the right to accept or reject the proposed donation.