# Cancer Council Queensland Fundraising Guidelines

These guidelines have been developed to assist groups and individuals who are planning fundraising events and appeals to benefit Cancer Council Queensland ("Cancer Council"). They explain some aspects of the law relating to fundraising appeals, as well as Cancer Council's own requirements. They are not a substitute for your own legal advice.

**Planning the event**

Management of the appeal or event is your sole responsibility. Cancer Council can provide relevant fundraising resources as well as offering support and guidance regarding your fundraising. Cancer Council staff and volunteers cannot help you to solicit prizes, organise media or publicity, or provide goods or services to run the appeal or event.

**Parental consent**

Any person under the age of 16 conducting a fundraising event or activity must be appropriately supervised by an adult. Where a child is under the age of 12, he or she must only execute fundraising activities under the direct supervision of a parent or carer. We may refuse authority to fundraise to any child under the age of 16 until we receive permission from their parent or guardian.

**Complying with the law**

It is your responsibility to make sure your appeal or event complies with the law. We may be required to provide copies of information or documents that you give to us to one or more government departments.

**Fundraising on behalf of a business**

If your appeal or event is related to your business (for example, if you plan to donate a percentage of sale proceeds to Cancer Council), or you intend to keep some of the funds that you receive, there are some additional requirements you must meet. You must advise Cancer Council if you receive a notice or verbal request under section 25(2) of the Collections Act requesting answers to any questions, the production of records or the lodgement of returns which relate to Cancer Council or the event or appeal; and, retain copies of the following records in relation to the fundraising activities for 6 years and correspondence for one year:

i. purpose of the fundraising activities;
ii. authority to act as a promoter of Cancer Council (e.g. a copy of this Agreement); and
iii. accurate records showing full details of the fundraising income and expenditure (if any) and how all money and property (if any) was dispersed.

**Promoting the event**

In order to promote the fact that your fundraising appeal or event is supporting Cancer Council and you may use the 'Proudly Supporting' logo, provided you have first submitted a Logo Request Form, which has been approved by Cancer Council. You will be required to comply with the terms and conditions set out on that form.

Advertising material related to fundraising appeals and events must:

- Disclose that you are raising funds for Cancer Council Queensland, which is a registered charity under the *Collections Act 1966* (Qld).
- Not be likely to cause offence to any person, and
- Not be misleading.

**Fundraising and issuing receipts**

You have been given an 'Authority to Fundraise' letter, which is required by law for any person wanting to conduct a fundraising appeal or event in Queensland. Your authority to fundraise for Cancer Council is valid for a set period, which is set out in the letter.

If you have been issued with a collection box you must comply with any conditions for use that are provided by Cancer Council from time to time.

Cancer Council will automatically provide official tax-deductible receipts to people who donate $2 or more online.

If you receive cash from a donor, who would like a receipt, please record their name and contact details in your receipt request form within your host kit and send this back to Cancer Council when you have finished your appeal or event. Cancer Council will send them a receipt.

**Raffles**

Specific laws apply to fundraising by way of raffles. If you are planning to conduct a raffle in connection with your event or appeal please contact Cancer Council for further information.

**Banking**

You have been issued with a number, called an Agent No. Please use this Agent No. as your reference, when you bank money.

You have also been issued with a deposit slip, which will allow you to bank any money you collect into our account at National Australia Bank. You can use this at any branch.

Try to bank money as soon as possible after you raise it. Make sure all funds are banked no later than 4 weeks after your appeal or event is finished.

**Expenses and record keeping**

The law requires you to keep records of income and expenditure relating to your fundraising appeal or event for up to 7 years and Cancer Council may request copies of these records from you at any time during that period.

To make this easier, we suggest that you:

- Keep a folder with a number of plastic sleeves to store documents.
- Make notes on the back of the receipts if it is unclear what the expense was.

Cancer Council cannot pay your expenses, but you can deduct your necessary and reasonable expenses from the proceeds of your event, provided they are properly documented. Cancer Council may request copies of receipts for expenses you have incurred and deducted from your fundraising proceeds.
Cancer Council requires you keep expenses to under 30% of donations.

**After the event**

After your appeal or event is finished, please return to your local Cancer Council office:

- Completed host reply form
- Completed receipt request form
- Completed Income and Expenditure Form

These items must be returned to Cancer Council. If you lose any of them, please contact your local Cancer Council office straight away. Please destroy any single use money boxes.

**Upholding Cancer Council's standards**

Because of the nature of our organisation and its work, there are some events with which we cannot be associated. It is important to decide whether the appeal or event accords with Cancer Council's health messages and values, including in relation to:

Tobacco
Sun exposure
Obesity and healthy eating
Alcohol

Cancer Council expects all appeals and events to be held in a safe and responsible manner with consideration given to the nature and risk of the appeal or event. If you have any concerns about managing risk for your event or appeal, please contact Cancer Council.

Cancer Council reserves the right to withdraw your Authority to Fundraise at any time including where it deems necessary in order to protect the safety of individuals and/or the reputation of Cancer Council.

**Contacts**

If you have any queries about your fundraising appeal or event, please contact your local Cancer Council Office or phone 1300 65 65 85 or email fundraising@cancerqld.org.au.

Thank you for supporting Cancer Council Queensland – your important contribution will help us in our vision of a cancer free future.

ABN 48 321 126 727

Cancer Council Queensland

# BUDGET AND INCOME EXPENDITURE

The budget has been provided as a requirement for managing and keeping a record of all the event income and expenses. This form is mandatory for all events with proposed fundraising income over $5000.

Name: Fundraising Activity:

Date: Venue:

## Income Budget

(please list details below – examples shown)

| Income | QTY | Unit Price | Total |
|---|---|---|---|
| ***Eg. Sales*** | ***100*** | ***15.00*** | ***$1500*** |
| Donations | | | |
| Sales | | | |
| Raffles | | | |
| Auctions | | | |
| Sponsorship | | | |
| Tickets | | | |
| Free Tickets e.g. for MC | | $0 | |
| Other | | | |
| Other | | | |
| Other | | | |
| **Total** | | | |

## Income Actual

| Income | QTY | Unit Price | Total |
|---|---|---|---|
| ***Eg. Sales*** | ***100*** | ***15.00*** | ***$1500*** |
| Donations | | | |
| Sales | | | |
| Raffles | | | |
| Auctions | | | |
| Sponsorship | | | |
| Tickets | | | |
| Free Tickets e.g. for MC | | $0 | |
| Other | | | |
| Other | | | |
| Other | | | |
| **Total** | | | |

Cancer Council Queensland

## Expenditure Budget

(please list details below – examples shown)

| Income | QTY | Unit Price | Total |
|---|---|---|---|
| ***Eg. Catering*** | ***50*** | ***6.00*** | ***$300*** |
| Catering | | | |
| Event decorations | | | |
| Raffles | | | |
| Auctions | | | |
| Contractor Fees | | | |
| Venue Fees | | | |
| Other | | | |
| Other | | | |
| Other | | | |
| **Total** | | | |

## Expenditure Actual

| Income | QTY | Unit Price | Total |
|---|---|---|---|
| ***Eg. Catering*** | ***50*** | ***6.00*** | ***$300*** |
| Catering | | | |
| Event decorations | | | |
| Raffles | | | |
| Auctions | | | |
| Contractor Fees | | | |
| Venue Fees | | | |
| Other | | | |
| Other | | | |
| Other | | | |
| **Total** | | | |

## Total Event Income and Expenditure Budget

| | |
|---|---|
| **Total Income** | |
| **Less Total Expenditure** | |
| **Net Income** | |
| **Expense % of Income** (equal to or less than 30% of income) | |

*** It is requirement of **CCQ Fundraising Guidelines** and **Terms and Conditions** that expenses equal to or are less than 30% of total income.

***Please provide copies of all expenditure receipts and in-kind support as indicated above***

Cancer Council Queensland

# Expenditure Budget

Please ensure all in-kind support is documented below

| Item | Supplier | QTY | Unit Price | Total |
|---|---|---|---|---|
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For any fundraising queries, please contact CCQ Fundraising Support Team **1300 65 65 85**