

An annual budget should be developed as to how much the club is to donate in a financial year. This amount is endorsed by committee and presented to club general meeting for approval. There may be alteration to the amount due to financial situation as a result of changes to expenditure and income.

Money should only be donated to Australian charities registered on Australian Charities Not for Profit Commission; website <https://www.acnc.gov.au>

Submissions for donations need to be made to the committee detailing name of charity, activity type of charity, reason for donation and suggested amount.

The club should only donate to a particular charity once in a financial year unless exceptional circumstances prevail.

Donations need to be tracked in club financial accounts and a report summary by organisation made available to committee.

The minuted instruction is to be recorded in minutes and club accounts detailing organisation, amount and method of payment.