



PROCEDURE

Authority to Fundraise



Issued with the authority of the Chief Commissioner and Chief Executive Officer of Scouts NSW

Chief Commissioner		CEO signature	
Sponsor	COO		
Document type	Procedure	Date of issue	5 November 2021
Document code & no.	PRO083	Version number	1.0
Document title	Authority to Fundraise	Due for review	5 November 2024

Authority to Fundraise

1 Background

The Scout Association of Australia, New South Wales Branch (Scouts NSW) holds the Authority to Fundraise through the Australian Charities and Not-for-profits Commission (ACNC) and is governed by the NSW Charitable Fundraising Act 1991.

As a holder of the Authority to Fundraise, Scouts NSW is required to follow strict record keeping requirements. This and the process for requesting a Fundraising Certificate has been set out below.

Fundraising Certificates must be attained from your Region Offices.

2 Procedures

- 2.1 Fundraising Certificates will be issued to Formations through Region Offices.
- 2.2 A Certificate of Authority to Fundraise will be issued to cover only one fundraising activity. The activity may take place over several months.
- 2.3 A Certificate of Authority to Fundraise issued for a continuing weekly/monthly fundraising activity, such as Bunnings BBQ, Community Chest Raffle, must only be used for a maximum period of one year.
- 2.4 The Fundraising Formation should prepare the details of the fundraising activity proposed and request authorisation from the Region Office and receive the certificate prior to fundraising activity taking place.
- 2.5 The Region Office should print the Fundraising Certificate in triplicate and have two copies signed by the authorised signatory or supervising Commissioner and return the signed documents to the Fundraising Formation, either by mail or by email. The original copy should be kept on file by the Region Office as a record of the fundraising event.
- 2.6 On completion of the fundraising activity, the fundraising Formation **should return** to the Region Office, one completed, certified Statement of Income & Expenditure as soon as possible.
- 2.7 Region Offices will not issue a new Fundraising Certificate until the previous fundraising records have been completed and a copy provided to the Region Office.
- 2.8 No fundraising activity should take place until an approved Fundraising Certificate has been attained from the Region Office.
- 2.9 The fundraising Formation should keep records of fundraising activity on file for a period of 7 years, including record of income and expenditure, identifying the charitable purpose the money was raised for.

3 Record Keeping

- 3.1 Keeping appropriate records is essential to maintain trust and confidence of the community in fundraising.
- 3.2 Other records must be maintained for 3 years in case of an appeal by a member of the community:
- a) a register of assets
 - b) a petty cash book (if used)
 - c) a cash book for each account receiving income from the appeal
 - d) a register of the receipts issued
 - e) a register of receipt books
 - f) records of all people involved in the appeal
- 3.3 Scouts NSW is required to provide details of fundraising appeals after the appeal has closed.

4 Reference documents

[CHARITABLE FUNDRAISING ACT](#)

[Rules for fundraising](#)