



Policy:	Discretionary Fund Policy
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### 1.0 Purpose

To ensure donated funds are allocated to the correct persons, and that there is total transparency in this transaction.

### 2.0 Scope

This document applies to the RAC committee (donor) and the person(s) the funds are to be donated to (donee).

### 3.0 Policy statement

Discretionary funds are put aside monthly into a separate bank account. The funds transferred equal 10% of the balance in the main bank account at the end of that month, but only if the main account does not fall below \$1,500.00 by doing so.

These funds are put aside to help RAC paid members and/or their family in need because of the impact of cancer. In the first instance we ask the donee to contact the Cancer Society for support.

If a donee is applying for funds then the donee must demonstrate that there is a need for support. The application must be completed in full, however this application can be completed on behalf of the donee by a third party. If the application is to cover a utility bill then that bill must be included. The donee must declare if other funding has been sought (if a third party is submitting the application, they must declare any other donations to the best of their knowledge).

The donee will remain anonymous to the public, however the amount donated to the donee will be public knowledge (refer to the Media policy).

Donation can be a voucher, payment of a utilities bill or other invoice as deemed reasonable by the committee. No cash payments will be given.

The discretionary fund can be assessed by the committee and funds can be offered to a donee at the committee's discretion without the donee completing an application. These funds will only be donated when there is a unanimous vote.

Although a lovely gesture, gifts cannot be accepted from the donee while the gifting process is in motion.

If a Committee member feels they have a conflict of interest with the application or donation, they must declare this and step out of the assessment process. The unanimous vote is then counted with the remaining committee members.

## 4.0 Roles, responsibilities and delegations

The Treasurer will process all applications and seek further clarification if it is needed at the time. They will also record the donation in the accounts accurately, including the name of the donee.

The application will be brought before the committee at the next available committee meeting, where the application will be approved or declined on the merits of the information provided at the time, by a unanimous vote.

If the application is successful, then the President (or Vice President in his absence) will grant the donation to the donee.

<b>ROLE</b>	<b>RESPONSIBILITY</b>
Treasurer	Process application
Committee Member	Approve/decline application by unanimous vote.
President (Vice President if President absent)	Grant application if successful

## 5.0 Definitions

Donor: The RAC Committee

Donee: The receiver of the funds

Donation: The amount given to the donee.

Utility bill: Any essential service such as Power, gas, phone etc

## 6.0 Related Policies

Media Policy

Code of Ethics Policy

Gift Acceptance Policy

Conflicts of Interest Policy