

INTERNAL ONLY
ISLHD BUSINESS RULE
COVER SHEET



Health
Illawarra Shoalhaven
Local Health District

NAME OF DOCUMENT	Management of Donations within Shoalhaven District Memorial Hospital (SDMH)
TYPE OF DOCUMENT	Business Rule
DOCUMENT NUMBER	SHG CORP BR 09
DATE OF PUBLICATION	July 2019
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FORMER REFERENCE(S)	N/A
EXECUTIVE SPONSOR	General Manager Shoalhaven Hospital Group
AUTHOR	Corporate Services Manager Shoalhaven Hospital Group
KEY TERMS	Shoalhaven District Memorial Hospital Donations
FUNCTIONAL GROUP OR HUB	Shoalhaven Hospital Group
NSQHS STANDARD	Standard 1
SUMMARY	A local business rule to outline the process for the management of donations within the Shoalhaven Hospital Group.

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to ISLHD-CorporateGovernance@health.nsw.gov.au

**Management of Donations within Shoalhaven
 Hospital Group**

SHG CORP BR 09

SHOALHAVEN DISTRICT MEMORIAL HOSPITAL BUSINESS RULE

Name	Management of Donations within Shoalhaven Hospital Group
What it is	A local rule to outline the process for the management of donations within the Shoalhaven Hospital Group.
Who it applies to	Finance and Corporate Services
What to do	<p>Donations are received by cheque, money order, cash or credit card.</p> <p>Accounts Officer will receipt the donation; register the donation; and bank the donation.</p> <p>Credit card payments are processed by the ISLHD Finance Unit.</p> <p>Should the donor require a receipt for an income tax deduction, the donation must be made to ISLHD and additional information provided on the receipt.</p> <p>Executive Administration will prepare and send the donor a Letter of Appreciation on behalf of the General Manager; advise the relevant Hospital/department of the donation; and where applicable arrange the appropriate recognition activity.</p> <p>Senior Accountant will provide financial support to ensure the donation is allocated and expended appropriately.</p> <p>Recognition System</p> <p>A formalised recognition system for donors and supporters consistently reflects the value of the donor to the organisation.</p> <p>Letter - All donations will be acknowledged with a letter of appreciation from the General Manager</p> <p>Certificate – A certificate of appreciation is to be issued for donations from fundraising activities.</p> <p>Recognition ceremony or special event – A morning / afternoon tea or opening event will be considered by the SHG Executive for donations valued over \$20,000.</p> <p>Donation Board – Shoalhaven District Memorial Hospital displays the donation board/s near the entrance/s of the facility. The donation board will display the date and donor’s name.</p>

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	<p>Donations valued at \$5,000 or more will be recognised on the donation board. Donors will be advised that the donation will be recognised on a donation board unless they advise otherwise.</p> <p>A donation board will remain displayed for two years after the date of the last donation.</p> <p>David Berry Hospital and Milton and Ulladulla Hospital do not have donation boards.</p>
When to use it	When a donation is received.
Why the rule is necessary	To provide guidance to ensure donations, including recognition, are appropriately managed.
Who is responsible	Accounts Officer Executive Administration Senior Accountant
Reference	PD2009_067 – NSW Health Fundraising Procedures ISLHD CORP DOC 155 – ISLHD Fundraising Guidelines

I, the Corporate Services Manager of Shoalhaven Hospital Group attest that this business rule is not in contravention of any legislation, industrial award or policy directive.

Revision & Approval History

Date	Revision No.	Author and Approval
21 August 2018	0	Corporate Services Manager
26 March 2019	0	Corporate Policy Recommendation Committee - Recommended Approval
25 June 2019	0	General Manager Shoalhaven Hospital Group - Approved to Publish