

Division	Relationships & Advocacy	Ref. No.	REL-FFS-002
Department	Foundation for Surgery		
Title	Donations to the Foundation for Surgery		

1. PURPOSE AND SCOPE

This procedure defines the steps required to receive, receipt and acknowledge tax deductible monetary donations made to the Foundation for Surgery.

2. ASSOCIATED DOCUMENTS

Application for Foundation for Surgery Funds policy, Requests for Donations policy, Foundation for Surgery donation form, Donation Transaction and Approval Form.

3. PROCEDURES AND ACTIONS

RACS accepts donations via the Foundation for Surgery to support indigenous health, global health and research projects and initiatives.

3.1. Monetary donation

3.1.1. Monetary donations may be made online, by mail or in person by either:

- Credit card: Visa, Amex, MasterCard
- Cheque: In Australia, made payable to the Foundation for Surgery or the Royal Australasian College of Surgeons. In New Zealand, made payable to the Royal Australasian College of Surgeons.
- Electronic Funds Transfer: For medium to large donations by prior liaison with the Finance Department and issuing of a tax invoice only.

3.2. Monetary donations in Australia

3.2.1. All monetary donations received by mail or in person by RACS departments in Australia, must be forwarded to the Manager of the Foundation for Surgery at RACS Melbourne office within two business days of the donation being received.

Responsibility: All Australian staff, Manager Foundation for Surgery, Finance Department.

3.2.2. A completed Donation Transaction and Approval Form must accompany each completed donation form and be provided to the Finance Department within two business days of each donation being received at RACS Melbourne. Required signatures are as per the RACS Delegations Manual.

A request to issue an invoice is no longer required for donations.

Funds donated are allocated to a designated cost centre. Either Foundation for Surgery uncommitted funds if the funds are donated for no specifically stated purpose, or to a defined cost centre if the funds are donated for a specific purpose.

Responsibility: Manager Foundation for Surgery,

3.2.3. Large donations for new areas of work may require the development of a new cost centre. If a new cost centre is required the Manager, Foundation for Surgery must notify the Manager of Finance to request the creation of a new cost centre. The Finance Department will require documentation such as a Deed, policy or terms of reference to set up the cost centre.

Responsibility: Manager, Foundation for Surgery, Finance department, Finance Manager

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- 3.2.4. Upon receipt of the donation receipt, the Manager Foundation for Surgery is required to prepare and mail a letter of thanks and mail the receipt to the donor within five business days.

Depending on the donation amount, the Manager, Foundation for Surgery will also arrange the following:

Donor level	Definition	Recommended acknowledgment
Bronze	Donation between \$1 to \$999	<ul style="list-style-type: none"> ▪ A letter from the Manager of the Foundation for Surgery
Silver	Donation between \$1,000-\$9,999	<ul style="list-style-type: none"> ▪ A letter from the Manager of the Foundation for Surgery ▪ A card from the Manager of the Foundation for Surgery ▪ A phone call from the Manager of the Foundation for Surgery
Gold	Donation over \$10,000	<ul style="list-style-type: none"> ▪ A letter from the Chair of the Foundation for Surgery ▪ A card from the Manager of the Foundation for Surgery ▪ A phone call from the Manager of the Foundation for Surgery
Platinum	Donation over \$100,000	<ul style="list-style-type: none"> ▪ A letter co-signed from the Chair of the Foundation for Surgery and President of RACS ▪ A card from the Chair of the Foundation for Surgery ▪ A phone call from the Chair of the Foundation for Surgery

Responsibility: Manager Foundation for Surgery, Finance department.

3.3. Monetary donation in New Zealand

- 3.3.1. All monetary donations received by mail or in person by the New Zealand Office, must be forwarded to the Accountant, New Zealand National Office, within two business days of the donation being received.

Responsibility: All New Zealand staff, Manager Foundation for Surgery, Finance department.

- 3.3.2. The Donation Transaction and Approval Form is authorised in accordance with the Delegations Manual.

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Responsibility: Accountant, New Zealand National Office,

- 3.3.3. Funds donated are allocated to a designated cost centre. Either Foundation for Surgery uncommitted if the funds are donated for no specifically stated purpose, or to a defined cost centre if the funds are donated for a specific purpose.

Responsibility: Accountant, New Zealand National Office, Manager Foundation for Surgery, Finance department, Finance Manager

- 3.3.4. The New Zealand Office will prepare and mail a letter of thanks that has been provided by the Manager Foundation for Surgery and mail it with the receipt to the donor within five business days of the donation being received.

Responsibility: Manager Foundation for Surgery, Accountant, New Zealand National Office.

- 3.3.5. The New Zealand Office will notify the Manager of the Foundation for Surgery of a donation less than \$999 being received in a monthly report. Donations of \$1,000 or over will be notified within two business days, thereafter the Manager Foundation for Surgery will respond to these donors directly as outlined in 3.2.4 above.

Responsibility: Accountant, New Zealand National Office, Manager Foundation for Surgery.

3.4. Online donation (Australia and New Zealand)

- 3.4.1. If a donation is made via the RACS webstore, the donor will receive an automated tax receipt and an email of thanks.

Responsibility: Finance department, IT department, Manager Foundation for Surgery

The Manager, Foundation for Surgery must acknowledge the donation as per 3.2.4 above.

Responsibility: Manager of the Foundation for Surgery

4. SUPPORTING FLOW CHARTS, CHECKLISTS ETC.

No flow charts or checklists applicable for this procedure.

5. DOCUMENT RETENTION

Refer to the RACS Records Retention Schedule on the website.