

Community Fundraising Guidelines



In the next 30 minutes, one of our fathers, sons, uncles or brothers will be diagnosed with prostate cancer. By joining the PCFA-Team, you're part of the team that can save a life. By raising funds for research, awareness and specialist support services you are an agent of change for Aussie men and their families.

Fundraising is a serious activity and must be bound by the regulations of the Australian Taxation Office and State charitable legislation. Please ensure your fundraising activities remain within the Prostate Cancer Foundation of Australia (PCFA) guidelines.

Fundraising Legislation

All fundraising activities must meet the requirements of relevant laws and regulations in your State/Territory and you will need to obtain any necessary permits or licenses required. If your activity is using raffles, lotteries or other gaming activities to fundraise, there may be other laws and obligations that apply in your State or Territory. We suggest you contact your local State Authority for more information.

ACT: Access Canberra

www.accesscanberra.act.gov.au

NSW: NSW Fair Trading

www.fairtrading.nsw.gov.au

QLD: Office of Fair Trading

www.qld.gov.au/law/fair-trading

SA: Consumers and Business Services

www.charities.sa.gov.au

TAS: Consumer Affairs and Fair Trading

www.cbos.tas.gov.au

VIC: Consumer Affairs Victoria

www.consumer.vic.gov.au

WA: Department of Mines, Industry Regulation and Safety Consumer Protection

www.commerce.wa.gov.au

Anyone running a fundraising event must consider licenses, permits, local council approvals and insurance.

Financial records

State and Territory laws require you to keep records of all income and expenditure related to the event.

An event budget must be submitted with the final amount raised detailing the breakdown of all income and expenditure.

Expenses

The Charitable Fundraising Act 1991 requires that if you run an event in support of a charity, all funds raised (less viable expenses) must be donated to the charity.

Expenses must follow legislation and charity best practice. The net income from the event should be at least 60%. For example, for every \$100 you raise, you should not exceed more than \$40 in expenses.

PCFA is not able to pay expenses incurred by you, but you can deduct necessary expenses from the proceeds of your event, provided they are properly documented and total expenses must be less than 40% of the gross income.

Publicising your event

We will give you an Authority to Fundraise Letter confirming you have been approved as a fundraiser for Prostate Cancer Foundation of Australia.

You are then permitted to use the Prostate Cancer Foundation of Australia "Proudly Supporting" logo to publicise your event provided you comply with the trademark use guidelines supplied.

If you produce marketing materials using our name and logo, please send us a copy for prior approval.

Proudly Supporting



**Prostate Cancer
Foundation of Australia**

You should be transparent with your supporters and indicate clearly if either "All proceeds benefit PCFA" or if an amount is being donated, for example "\$10 from the ticket price is donated to PCFA to support prostate cancer".

Insurance

You might need to cover your event for public liability, the venue or other aspects of your activity. You must ensure your own insurance policies cover you for all insurable risks associated with your fundraising activity and participants.

Banking

All monies raised at your event must be paid to Prostate Cancer Foundation of Australia within 30 days of your event. We will give you our banking details along with your personalised Banking Reference Number to use when banking your funds.

Receipting

Tax deductible receipts can be issued by PCFA for people donating money of \$2 or more at your event once the funds have been received.

If any of your donors/supporters require a receipt, please contact us about a Receipt Request Form.

Ticket purchases such as raffle tickets, entry to an event or auction purchases are not tax-deductible.

If you have questions, please contact us on:



fundraising@pcfa.org.au



1800 22 00 99

THE PCFA-TEAM