



**Prostate Cancer
Foundation of Australia**



COMMUNITY FUNDRAISING GUIDELINES

Fundraising is all about having a go and raising funds for a great cause. At the same time, it's 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 Prostate Cancer Foundation of Australia (PCFA) guidelines.

Authority to Fundraise

By accepting the online Terms and Conditions of Big Aussie Barbie we will grant you an Authority to Fundraise confirming you have been approved as a fundraiser for Prostate Cancer Foundation of Australia.

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 will be issued by PCFA for people donating money of \$2 or more online on your Big Aussie Barbie fundraising page. If any of your donors/supporters require a receipt, please contact us about a Receipt Request Form.

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.

Thank you for supporting Prostate Cancer Foundation of Australia. Your fundraising will help to create better outcomes for men with prostate cancer and their loved ones. Enquiries:
bigaussiebarbie@pcfa.org.au
