



# GUIDING PRINCIPLES

Hands Across Canberra seeks to adopt and apply best practice in undertaking its activities and the management of all funds donated. This undertaking involves monitoring good practice across the charity sector and making changes to Hands Across Canberra's operations and these Guiding Principles that reflect best practice.

In accepting funds from generous donors, Hands Across Canberra recognises that donors have the right to be assured that their gifts will be used for the purposes for which they were given. We respect the rights of donors to be informed about the causes for which the charity is fundraising and to be informed about how their donations are being managed and used.

In managing the funds donated into the NAMED FUND Accounts, Hands Across Canberra will adopt the following Guiding Principles.

## 01

### **RESPECT**

We will respect the rights, dignity and privacy of our supporters, donors and beneficiaries. We will not put undue pressure on anyone to make a gift and where someone does not want to give or wishes to cease giving, that decision will be respected. We will not represent our donors or beneficiaries without their prior approval in any of our promotional activities.

## 03

### **OPENNESS**

We will make information about our purpose and activities freely available. We will be transparent about who we are, the work we perform, priorities identified through our community consultation process and how funds raised are applied.

## 02

### **HONESTY**

We will always act in an honest manner and will be truthful in our dealings. We will answer honestly all reasonable questions about our fundraising activities, funds management and costs within a reasonable time.

## 04

### **ACCOUNTABILITY**

We will issue an annual report titled IMPACT REPORT and have all our accounts audited by an external auditor every year. Our accounts will be submitted to the Australian Charities and Not-For-Profit Commission and are available on the ACNC website.

## 05 GRANTS

We will consult regularly with the not-for-profit sector to determine the areas of need within our community. We will publish our priority areas on our website as well as inform donors. For those donors that establish a NAMED FUND, they will have the option to either nominate an eligible charity to grant funds to or allow Hands Across Canberra to incorporate their donation towards the priority areas. Donors who establish NAMED FUNDS will be contacted annually to seek their intentions.

## 06 MAINTENANCE OF PRINCIPAL

In managing funds provided to create a NAMED FUND, we will seek to maintain the capital fund provided by applying a modest management fee and utilising the income earned through investments, towards meeting the minimum granting percentage required by law (currently at 4% of net value of The Trust Fund). Where annual earnings are lower than the 4% granting legal threshold, the balance may be made up from the principal in accordance with legal requirements.

## 07 INVESTMENTS

Hands Across Canberra have an investment policy to guide where funds are invested that incorporates an ethical investing approach. The investment strategy can be made available on request.

## 08 REPORTING NAMED FUNDS

Apart from the annual IMPACT REPORT, donors who establish a NAMED FUND will receive an annual statement of their NAMED FUND component within the overall funds held by The Trustee Hands Across Canberra Trust after the end of the financial year. Where the donor wishes to remain anonymous, we will respect those wishes in all our dealings.

## 09 COMPLIANCE WITH LEGAL OBLIGATIONS

We will comply with all relevant legislation applicable to the charity sector, including but not limited to the Charities Act 2013 (Cth), the Trustee Act 1925 (Cth).



We welcome the opportunity to discuss how Hands Across Canberra can help you fulfil your philanthropic vision.

**Contact Genevieve Jacobs**

Chief Executive Officer on  
**0428 432 621** to discuss this matter further.

**HANDS ACROSS CANBERRA**

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