

POLICY CATEGORY	Financial and Operational Management		
POLICY TITLE	<i>Receipt of Gifts and Benefits</i>		
DOCUMENT NO	5.4	VERSION	1
CONTACT	Management Committee		
IMPLEMENTATION DATE	01 Jan 2017	REVIEW MONTH	July
FIRST ISSUED	Approved – 9 Nov 16	REISSUED	
RELATED DOCUMENTS	1.1 – Behaviour 5.1 – Managing the Finances 7.1 – Governance Framework 7.3 – Reporting 7.8 – Recordkeeping		
AUTHORITY	Associations Incorporation Act 1981		

Scope	This policy applies to all Committee Members.
Purpose	<p>This policy details the approach to the receipt of gifts and benefits that has been adopted by the Bribie Island Soccer Football Club.</p> <p>The document outlines the processes that should be followed when any gift or benefit, including hospitality, with a fair retail value of more than \$100 is offered or received.</p>
Responsibilities	<p>Management Committee</p> <p>The committee members oversee the gifts and benefits received processes of the club. The Treasurer is responsible for ensuring that a gifts and benefits register is maintained</p>
Process	<p>Overview</p> <ul style="list-style-type: none"> • A member of the management committee should not accept a gift or benefit that affects, is likely to affect or could be perceived to affect the performance of their official club duties. The Code of Conduct requires that our conduct meets the highest ethical standards when fulfilling our responsibilities. • Any gift or benefit accepted, regardless of monetary value, implies, or may imply, a relationship which may interfere with objectivity and independence. • Accepting money in any form may be seen as an attempt at bribery. • Any gifts or benefits received should be declared in writing to the Treasurer who will record an entry into the gifts and benefits register.

	Recordkeeping <ul style="list-style-type: none">• Any additions, amendments or updates to this document are to occur via the Management Committee.• Approvals will be recorded into the committee minutes.• The committee, as part of its record keeping will retain previous versions for future reference.• The committee, as part of its record keeping will retain gifts and benefits records as per the club recordkeeping policy.
Resources	<ul style="list-style-type: none">• Club Governance Framework – Quick Guide• Club Policies and Guidelines• Club Rules of Association• Gifts and Benefits Register
References	<ul style="list-style-type: none">•
Definitions	<ul style="list-style-type: none">•