

Setting up Administration for Fundraising

(based on the experience of Armidale Sanctuary Humanitarian Settlement)

1. Become an incorporated association.

Done through Fair Trading in each state.

e.g.: <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations>

Requirements:

- 1) Choose a name for your association.
- 2) Establish objectives and write a constitution.
- 3) Have a Public Officer, and pass a resolution approving the registration of the organisation.

Obligations:

- 1) Initial payment of one-off fee.
- 2) Yearly reporting.
- 3) Inform about any changes to constitution or office-bearers.

2. Apply for an Australian Business Number (ABN)

Done through the Australian Business Register:

<https://www.abr.gov.au/business-super-funds-charities>

3. Apply for registration as a charity, and at the same time for Tax Benefits and Deductible Gift Recipient (DGR) status.

Done through the Australian Charities and Not-for-Profits Commission (ACRC):

<https://www.acnc.gov.au/for-charities>

Yearly reporting is required.

Once registered, you will have a page on their website.

(You can see ours at <https://www.acnc.gov.au/charity/4eb1987de0d6b7c2bb48c429c329cc16>)

4. Set up a bank account and sub-accounts for separate fund-raising projects.

In any fundraising, publicise bank details for direct debit/electronic transfer. (If you have DGR status, you will have to create your own receipts.)

5. In order to allow for donations to be made online, directly to your organisation through your web site (with receipts automatically given):

1. You need a SLL or TLS certificate (Secure Sockets Layer or Transport Layer Security) to make your site secure, and have an https://: address. This can be done online through any number of companies. We used <https://www.crazydomains.com.au/ssl-certificates/> .

There is a yearly fee. (We're paying \$74/yr with automatic renewal.)

2. Create an account with the PayPal Giving Fund:

<https://www.paypal.com/au/webapps/mpp/givingfund/home> .

You link this to your organisation's bank account and identify how you want the PayPal logo and donate button be placed on your website. Need to provide PayPal with a logo for your organisation. (You can see ours at <https://www.armidalesanctuaryhumanitariansettlement.com.au/donate/>)

For clarification or further details, contact Jeff jsiegel@une.edu.au.