DISTRIBUTION OF FUNDS POLICY

Policy Category: Financial Management	**Version: Three**
Drafted By: P. Pynor	**Approved by Board on: 17 October 2025**
Responsible Person: Board Chair	**Scheduled Review Date: 17 October 2027**

Introduction

One Foundation International Inc. (OFI) is committed to ensuring that all funds received are managed and distributed in compliance with relevant legislation and in alignment with our charitable purpose.

OFI receives funds through child sponsorships, designated project donations, and general (unallocated) donations.

Purpose

This policy establishes the principles and procedures that guide the proper receipt, management, and distribution of donated funds, ensuring compliance with legislative obligations and accountability to our donors and partners.

Policy

All donations are made to One Foundation International Inc., a registered Public Benevolent Institution with the Australian Charities and Not-for-profits Commission (ACNC) and endorsed by the Australian Taxation Office (ATO) as a Deductible Gift Recipient (DGR).

By donating to OFI, supporters acknowledge that their contribution will be directed to their nominated beneficiary, in line with OFI's partnerships and operational guidelines.

OFI distributes funds in accordance with its policies and all applicable laws and regulations. Donors may recommend that OFI allocate their gift to a specific partner project of their choice; however, OFI retains full discretion and control over all funds received.

In rare cases where a partner organisation fails to meet the terms of its Memorandum of Understanding (MOU) or its ACNC obligations, OFI reserves the right to withhold or redirect funds until compliance is restored.

OFI's work is supported entirely by private individuals and organisations who entrust us with resources to advance our mission of alleviating poverty and distress.

OFI guarantees that 100% of all designated donations are used solely for expenses directly supporting those in need.

PROCEDURES

Responsibilities

OFI commits to:

- Ensure that all activities align with its charitable purpose and registered status.
- Maintain strong internal controls to ensure funds and resources are used appropriately and effectively.
- Apply reasonable due diligence, control, and risk management processes when providing resources to third parties.

The Administration Manager is responsible for:

- Monitoring all donor and sponsor income to ensure accurate and transparent financial records.
- Reporting significant funds received to the Board at the end of each monthly financial period.
- Ensuring the proper implementation of all procedures outlined in this policy.

Receipt of Funds

Donors will receive an official receipt acknowledging the date and amount of their donation.

OFI may conduct one-off or special appeals to support partner organisations.

If compliance requirements prevent allocation to a nominated project, OFI will request the donor to nominate another OFI partner. If the donor cannot be reached, OFI will allocate the funds to a partner project operating within a similar cause area.

Collection of Funds

Funds from individual donors are typically collected through regular (monthly) giving by methods such as cash, cheque, direct deposit, or automatic transfer.

OFI may also receive contributions from businesses and other not-for-profit organisations for distribution through its projects.

Distribution of Funds

Funds are distributed to partner projects on a regular monthly basis, except for one-off donations exceeding $500, which are processed separately according to their intended purpose.

Cost of Collection and Distribution

7% of funds collected are retained to cover compliance management, financial control, and essential administrative support costs.

Special Appeals

From time to time, OFI may conduct emergency or special appeals. For these appeals, at least 93% of funds raised are directed to the purpose of the appeal, with the remaining 7% covering reasonable costs such as advertising, processing, receipting, and audit compliance.

The Board may, at its discretion, reduce the administrative fee depending on the nature and circumstances of the appeal.

Review

This policy will be reviewed every two years or earlier if required by legislative changes or organisational developments.

Related Documents

- Fraud Risk Management Policy
- One Off Donations Policy
- Partner Organisation Agreements (MOUs)
- Whistleblower Policy

AUTHORISATION

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