

Wellspring Statement of POLICY and PROCEDURE			
Manual:	Wellspring Policy & Procedure	WSPP No.	3.10
Section:	Not-for-Profit Governance	Issued:	Jul 2004
Subject:	Ethical Fundraising and Financial Accountability Policy	Effective:	Jul 2004
Issue to:	All Policy Manual Holders	Page:	1 of 5
Issued by:	The Wellspring Board of Directors	B. of D. Initials:	

1. POLICY

- 1.01 The governing board commits itself to being the responsible custodian of contributions received to pursue the organizations objectives, to exercise due care concerning the governance of fundraising and financial reporting, and to ensure, to the best of its ability, that the organization adheres to the provisions of this policy.

2. PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to specify the organization's commitment to ethical practice in fundraising and sound management of the contributions it receives.

3. SCOPE

- 3.01 This policy applies to the Board of Directors, senior management, and all other employees or volunteers of the organization.

4. RESPONSIBILITY

4.01 Donor Rights

- (a) All contributors to the Wellspring Foundation for Education, which are not themselves registered charities, are entitled to receive an official receipt for income tax purposes for the amount of eligible contributions made in cash or for the fair market value of the property contributed or the maximum allowed under Canadian charitable regulations.
- i. The governing body may establish a minimum amount for the automatic issuance of official receipts, in which case smaller contributions will be receipted only upon request.
 - ii. Tax receipts will be issued at year end unless specifically requested by the donor and will adhere to all regulatory requirements.
- (b) All fundraising solicitations by or on behalf of the organization will disclose its full legal name and the purposes for which funds are requested. Printed solicitations (however transmitted) will also include its address or other contact information and its charity registration number.
- (c) Contributors and prospective contributors are entitled to receive the following information, promptly upon request.

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- i. The most recent annual report and audited financial statements as approved by the governing board and the membership.
 - ii. The charity registration number (BN) as assigned by Canada Customs and Revenue Agency; any information contained in the public portion of the most recent Charity Information Return (Form T3010)
 - iii. A list of names of the members of the governing board.
 - iv. A copy of any official policy pertaining to the governance of the organization.
- (d) Contributors and prospective contributors are entitled to know, upon request, whether an individual soliciting funds on our behalf is a volunteer, an employee, or a fundraising consultant.
- (e) The privacy of contributors will be respected, including their right to remain anonymous, unless information must be released by law.
- (f) Contributors have the right to receive a copy of their own contribution record, and to challenge its accuracy.
- (g) The contributor or prospective contributor list will not be exchanged, rented or otherwise shared with other organizations unless all persons on the list have given written consent.
- (h) Effort will be made to honour a request to:
- i. Limit the frequency of solicitations
 - ii. Not be solicited by telephone and other electronic technology; and
 - iii. Receive printed materials concerning our specific fundraising appeals.

4.02 Fundraising Practices

- (a) All fundraising solicitations will:
- i. Truthfully describe the projects or programs for which the contributions will be used
 - ii. Respect the dignity and privacy of those who benefit from the organization pursuing its objectives.
- (b) Volunteers, employees and hired fundraisers who solicit or receive funds on behalf of the organization shall:
- i. Adhere to the provision of this Stewardship Policy;
 - ii. Act with fairness, integrity, and in accordance with all applicable laws;
 - iii. Adhere to the provisions of the applicable professional code of ethics, standards of practice, etc.

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- iv. Cease solicitation of a prospective contributor who identifies the solicitation as harassment or undue pressure;
 - v. Disclose immediately to the organization any actual or apparent conflict of interest; and
 - vi. Not accept contributions for projects or programs that have not been approved by the board.
- (c) Paid fundraisers, whether staff or consultants, will be compensated by a salary, retainer or fee, and will not be paid finders, commissions or other payments based on either the number of contributions received or the value of funds raised. Compensation policies for a fundraiser will be consistent with policies and practices that apply to all personnel.
- (d) If an external fundraiser is retained, access to the master contributor list will be limited and will be kept under strict control
- (e) The governing board will be informed at least annually of the number, type, and disposition of complaints received from contributors and prospective contributors about matters that are addressed in this policy.
- (f) Donors will be kept fully informed with comprehensive and current information about the organization and its ministries.

4.03 Financial Accountability and Organizational Integrity

- (a) The governing board shall be comprised of responsible individuals,
 - i. The majority of whom are Canadian residents;
 - ii. Who are not employees of the organization, or otherwise receive compensation from the organization except as authorized by law;
- (b) The governing board shall:
 - i. Maintain effective control over the organization: and
 - ii. Establish a proper financial reporting system which permits the production of annual operating statements and a balance sheet, showing reasonable detailed information that:

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- A. Is factual and accurate in all material aspects;
 - B. Identifies government grants and contributions separately from other contributions, and
 - C. Is prepared in accordance with generally accepted accounting principles established by the Canadian Institute of Chartered Accountants.
- iii. Ensure that the organization at all times operates within the limits of, and in accordance with, the objects of its governing documents.
 - iv. Take seriously its responsibility to be conversant and comply with federal, provincial and municipal laws and regulations.
 - v. Ensure that the organization is open and accurate in all its dealings.
 - vi. Not permit any officer, member of the governing board, or staff member of the organization to receive royalties for the use of any property of such person that is used for fundraising or promotional purposes by the organization.
 - vii. Not permit the payment of fees for a service that is based on a percentage of funds raised or is based on another form of paying commissions.
 - viii. Ensure that the organization appropriately serves the interests of each contributor or potential contributor and representatives of the organization make it clear that the concern of the organization when addressing a contributor or potential contributor is to nurture responsible stewardship on the part of the contributor.
 - ix. Avoid questionable motives or programs that are not factual, or negate the contributor's sound judgment
 - x. Require responsible stewardship on the part of our representatives through effective training and cost controls.
 - xi. Ensure that the organization, or its representative, does not by any means, either directly or indirectly, induce a contributor or other constituent to transfer it a benefit from any other organization or purpose.
 - xii. Ensure that all government prescribed returns and voluntarily produced reports are prepared factually, accurately, and on a timely basis.
 - xiii. Ensure that sufficient funds will be spent on administration and fundraising (where appropriate) to assure effective and efficient management of our resources.

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- xiv. Ensure that the organization meets or exceeds its disbursement requirements imposed by section 149 of the Income Tax Act, Canada
- xv. Review the cost-effectiveness of our programs report thereon in our annual report

- (c) Spending of funds is confined to board approved programs and projects. Each restricted contribution designated towards a board approved program or project will be used as designated with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason determined by the board, the remaining contributions designated will be used where it is needed most.

5. DEFINITIONS

- 5.01 Donor means an individual, or corporation, or charity that has willingly relinquished something of value to be used for the advancement of Wellspring purposes.
- 5.02 Fundraising means expenditures for promoting or solicitation.

6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Canadian Council of Christian Charities Ethical Fundraising and Accountability Code.

7. PROCEDURES

7.01 Response to a Complaint

- The organization will respond promptly to a complaint by the contributor or prospective contributor about any matter that is addressed in this Policy. A designated staff member or volunteer will attempt to satisfy the complainant's concerns in the first instance. A complainant who remains dissatisfied will be informed that he/she may appeal in writing to our governing board or its designate, and will be advised in writing of the disposition of the appeal. A complainant who is still dissatisfied will be informed that he or she may notify that Canadian Council of Christian Charities in writing of his or her concerns.

8. ATTACHMENTS

None