

## 1 PURPOSE

Sonshine seeks funding and support from its listeners, individuals, churches and other members of its community of interest in order to carry out its mission to bring the positive message of hope and the life-changing wisdom of God to every household in Perth, Western Australia and beyond. Sonshine is committed to the highest ethical standards in the way we request and accept funds, keep records of donations received and engage with current and potential donors. The purpose of this document is to outline the key principles and practices Sonshine has committed to adhere to in relation to fundraising in order to build transparent, long-term and fruitful relationships and partnerships with its listeners, Family Partners and other donors (“Supporters”).

## 2 LEGAL FRAMEWORK

In regulating Sonshine’s fundraising activities:

- Sonshine is endorsed as a Deductible Gift Recipient (“DGR”) by the Australian Taxation Office (“ATO”) to accept tax-deductible donations;
- Sonshine is registered as a charity with the Australian Charities and Not-for-profits Commission (“ACNC”) and complies with its ongoing obligations, including reporting to the ACNC annually;
- The Charitable Collections Act 1946 (WA) requires that charities who request Sonshine to partner with them to raise funds for specific causes (e.g. Water for Africa) hold a licence issued by the Western Australian Department of Energy, Mines, Industry Regulation and Safety; and
- The Fundraising Institute Australia publishes a voluntary, self-regulatory code of conduct for fundraising in Australia (“FIA Code”). The FIA Code aims to raise standards of conduct across the sector by going beyond the requirements of government regulation. The FIA Code’s purpose is to ensure that members of the public can trust organisations who conduct fundraising activities to obtain, manage and distribute donations in an ethical and accountable way. Sonshine is a member of the Fundraising Institute Australia and subscribes to the principles set out in the FIA Code.

## 3 FUNDRAISING PRINCIPLES

Sonshine is committed to conducting its fundraising activities to the highest ethical standards valuing privacy, confidentiality, trust and integrity. We seek donations from Supporters through various campaigns, appeals, bequests and personal requests. The following principles guide Sonshine’s fundraising activities:

- 3.1 We seek to develop long-term and meaningful relationships with our Supporters;
- 3.2 We will not exploit our relationships with our Supporters;
- 3.3 We will fundraise without the use of pressure, undue influence, harassment, intimidation or coercion; and
- 3.4 We will comply with all federal and state legislation applicable to fundraising including the charitable gift and donation guidelines published by the ATO from time to time.

#### 4 GENERAL POLICY

- 4.1 Sonshine will provide our Supporters with accurate and timely information about how donations are used and the impact of their giving. We do this through on-air announcements, interviews and testimonies during specific appeals and campaign partnerships, together with our newsletter and website.
- 4.2 Sonshine will readily make available, on request, information concerning our fundraising including:
  - how we intend to use donated funds and our capacity to use donations effectively for their intended purpose; and
  - Sonshine's most recent Annual Review.
- 4.3 Sonshine will promptly and courteously respect and comply with every Supporter's:
  - decision not to make a donation;
  - request to:
    - not receive any future communications;
    - be contacted at a more convenient time or by a different method; and/or
    - to limit the number, type or frequency of donation requests.
- 4.4 Sonshine will:
  - ensure a Supporter has given consent prior to any public recognition of their donation;
  - comply with requests from a Supporter that they wish to remain anonymous;
  - respect the privacy rights of Supporters in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles contained in that Act and will only disclose personal information in accordance with the Act.
- 4.5 In promoting any fundraising activity Sonshine will ensure that any promotional material or testimonial used, broadcast or published:
  - is not misleading or deceptive
  - avoids exaggerations or an overstatement of the needs of the station;
  - is a genuine and unaltered testimony.

## 5 ADMINISTRATIVE POLICY

- 5.1 Sonshine will promptly provide Supporters with accurate and dated receipts in accordance with its DGR status.
- 5.2 Sonshine will keep records of donations received and DGR receipts issued in accordance with the requirements of the ATO and the ACNC.
- 5.3 Sonshine will store Supporters' personal details in a secure encrypted and firewall protected computer database and where Supporters have elected to have donations paid via direct debit or credit card, these details will be filed and kept securely.
- 5.4 Sonshine recognises that it is possible for Supporters to make an error in entering an amount when making an online donation, for Supporters to have a change of mind or for an error to be made by Sonshine or our bank in processing a donation. In these circumstances:
  - Sonshine will honour all refund requests that are made in writing within 30 days of the date the donation is made;
  - refund requests made any time before June 30 in the financial year that the donation is made will automatically be honoured for any genuine error in processing by either Sonshine or its bank; otherwise
  - where there is no genuine error on the part of Sonshine or its bank, refund requests made later than 30 days of the date the donation is made will be considered on a case-by-case basis and may be granted or refused in Sonshine's discretion.

## 6 BEQUESTS AND LARGE DONATIONS POLICY

- 6.1 For the purpose of this section 6 a "Bequest" means a bequest in a Will or a large donation in an amount equivalent to or exceeding \$50,000 made outside of Sonshine's two annual fundraising appeals.
- 6.2 Sonshine will maintain an appropriate and professional relationship with any Supporter who makes a Bequest and liaison with the Supporter or their Executor/Administrator and/or family members will primarily be the responsibility of the Relationships Manager as supported by the Relationships team.
- 6.3 No action should be taken or correspondence exchanged with the Supporter or their Executor or Administrator and/or family members which might be construed as an acceptance of a Bequest until a decision to accept the Bequest has been made by Sonshine's board.
- 6.4 Where a Supporter indicates that they are considering making a Bequest, either while the Supporter is still living or by including it in the Supporter's Will, Sonshine will strongly encourage

that Supporter to first discuss the proposed donation with family members and/or to obtain independent legal advice.

- 6.5 Sonshine recognises that Bequests may be given for general or specific purposes. When a Bequest is only to be used for a specific purpose as requested by the Supporter:
- 6.5.1 Sonshine will advise the Supporter or their Executor/Administrator and/or family members as to whether or not Sonshine is able to accept the Bequest;
  - 6.5.2 If the Bequest is accepted by Sonshine then the Supporter's intentions for how the Bequest is to be used will be documented and Sonshine will seek to honour those intentions wherever possible;
  - 6.5.3 the Bequest will be accounted for separately in Sonshine's financial records and will be used only for the purpose specified by the Supporter; and
  - 6.5.4 If Sonshine is genuinely unable to apply the Bequest to the specific purpose requested by the Supporter, then we will obtain the consent of the Supporter or their Executor/Administrator and/or family members to use the donation for another purpose.
- 6.6 Sonshine may refuse to accept a Bequest if:
- 6.6.1 there is reason to believe that the Supporter is in vulnerable circumstances or lacks capacity to make a decision to make the Bequest;
  - 6.6.2 the Supporter imposes conditions on the Bequest that would limit Sonshine's ability to carry out its mission or require Sonshine to compromise its Christian ethos and values; or
  - 6.6.3 there are real or perceived conflicts of interest or incompatibility between the activities and objectives of the Supporter and the mission and values of Sonshine.
- 6.7 Where so required by the Executor/Administrator of the estate, Sonshine will issue an official receipt and provide a discharge to the Executor/Administrator.

## 7 Document Details

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Owner	CEO
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### Document Version Control

Version	Version Date	Amendment Details
0	03/02/2026	Original approved Policy
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### Related Documents

Document Type	Document Name
Governance	ATO DRG Rules, ACNC Rules, FIA Code, The Charitable Collections Act 1946 (WA)
Policy	PL xx