

---

## Receipt of Donations Policy

### Governance Policy

---

#### 1 Purpose

The purpose of this policy is to ensure that all donations received by Victoria University of Wellington are transferred by the University to the Victoria University of Wellington Foundation, unless specifically stated otherwise by the donor.

This policy will ensure that any potential conflicting claims on the donations by University staff may be avoided.

#### 2 Organisational Scope

This policy is University wide.

#### 3 Definitions

For the purposes of this policy, unless otherwise stated, the following definitions shall apply:

Donation	A gift that is either given in the donor's lifetime or as a bequest. The donation may be given as cash or assets, such as property, art work, shares or insurance policies. The donation may be for a specific purpose or be 'untied' (see below).
Untied Donation	A donation where the donor either states that the gift is for general purposes or does not state any purpose for the gift.

#### 4 Policy

When donations are received, in the first instance, by Victoria University of Wellington, they will be passed immediately to the Victoria University of Wellington Foundation. Funds are to be administered in accordance with any wishes expressed by the donor.

When donations received by the University are untied they will be directed to the Victoria University Foundation and placed in the Victoria Trust Fund. The Foundation's policy on the disbursement of such gifts will be applied.

#### 5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework, there is no specific legislation directing this policy.

#### 6 References

Refer also to the Victoria University of Wellington Foundation's *Policies and Guidelines* <http://www.victoria.ac.nz/foundation/docs/Policies%20220908%20pdf.pdf>

**7 Appendices**

None

**8 Approval Agency**

Vice-Chancellor

**9 Approval Dates**

This version takes effect from: 6 October 2009

This policy will be reviewed by: October 2012

**10 Policy Sponsor**

Director, Victoria University of Wellington Foundation

**11 Contact Person**

The following person may be approached on a routine basis in relation to this policy:

Diana Meads  
Fundraising Manager  
Victoria University of Wellington Foundation  
Ext: 6030