



# Gold Coast Gymnastics Club

Active Body - Active Mind

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## **Open letter to parents about GCGC Fundraising Groups and activities**

As there have been a few questions recently relating to fundraising, I have prepared this open letter to help everybody to clearly understand the issues and obligations surrounding fundraising for GCGC gymnasts. Some of the following information is new as at 6/6/08 and some clarifies what has been discussed earlier in the year. I have received advice from our auditors (Crowley, Calvert & Associates) to assist in preparing this letter.

### **Internal fundraising groups / projects:**

#### **1. Hawaii Fundraising Group (HFG) (a sub-committee of GCGC)**

Purpose: Formed specifically to raise funds for the proposed 2009 Hawaii trip.

Coordinator: Faye Moss (Faye is seeking a new coordinator)

Current Projects: Raffle ticket books

#### **2. Parent Fundraising Group (PFG) (a sub-committee of GCGC)**

Purpose: Raise funds to assist our CT Gymnasts with travel & training expenses

Coordinator: was Sally Kirke (Sally is seeking a new coordinator)

Current Projects: Movie Night, Beam Raffle.

Action needed: **All PFG members please meet this Saturday at 12:00 to elect a new coordinator and discuss the future of the group.**

#### **3. General Club Fundraising (GF)**

Purpose: General fundraising organised by staff for specific or general purposes, travel or equipment.

Coordinator: Per event

Current Projects: Sleepover 2006/7 for equipment. Sleepover 2008 for Hawaii trip

### **About fundraising in these groups**

- Activities are organised by the group, but must be approved by the management of GCGC.
- Funds must be banked by GCGC and supported by appropriate invoices and receipts.
- Funds are owned and distributed by the club, are GST free, and do not attract an income tax liability for individuals or groups who may benefit from the funds.
- No GST credits can be claimed for expenses incurred in these fundraising activities.

- It is the responsibility of the Group's coordinator to ensure proper record keeping and tracking of stock/assets, and to supply these to the GCGC Administration Manager in a timely manner.
- All activities must clearly state the intended use of the funds raised (i.e. to support the CT Gymnasts at GCGC), and funds raised and distributed must be used for those purposes. For that reason I recommend being general rather than specific in your description of the purpose.
- Activities, staff and volunteers will be covered by GCGC's insurance policy, once approved by GCGC management.

#### **About the distribution of funds raised by these groups**

- Funds will be distributed to Gymnasts (Parents) accounts by GCGC, taking into account requests and recommendations from the groups, and the objects of GCGC as described in its constitution.
- All requests must be in line with the purposes stated when funds were raised.
- Any leftover or unused funds at the windup or discontinuance of the PFG or HFG will remain in the GCGC General Fundraising account and distributed for like purposes at the discretion of GCGC management.
- Funds will not be distributed as cash payments, and parents are not automatically entitled to a pro-rata amount from any fundraising events.

#### **External/Personal Fundraising activities (currently chocolate sales & Gymathon).**

- Any separate individual or group fundraising activities may receive written endorsement and support from the club in the form of a letter confirming the gymnast/s activities and planned trips with GCGC, however these fundraising activities must be raise funds outside the club, and should not be in competition with PFG or HFG activities.
- No receipts should be written or invoices raised in the Club's name.
- These activities must not be represented as Gold Coast Gymnastics Club activities, and those involved must not present themselves as representatives of the club, other than the gymnasts in their capacity as athletes.
- As these activities are not being conducted by an incorporated association, I suggest that parents undertaking these independent fundraising activities seek financial and/or legal advice about the possible GST and income tax obligations incurred, and any insurance and public liability issues.

#### **Movie Night by PFG**

GCGC supports the efforts of the PFG, and acknowledge the efforts Chris Bristow and others have made to this project. As we are in the midst of competition season, regular CT training will still be offered as usual on Monday, however attendance or leaving time will be optional.

**In general**

Each fundraising activity must be clearly identified as either internal or external and if internal, responsible to one of the three internal fundraising groups. Each fundraising activity must also identify clearly the proposed purpose of the funds.

Please ensure that our club members or the general public do not feel unduly pressured to contribute to fundraising projects.

Please do not represent the Club in any capacity other than that described above and that which has been approved by GCGC management.

If you have any further questions, please do not hesitate to contact me at the club.

Phil Hanson  
(General Manager)