

 iZiBaLo Solving Problems by DOING Maths Document Name:	Fundraising Policy
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FUNDRAISING POLICY

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1. PURPOSE

This Fundraising Policy establishes ethical, transparent, and accountable standards for all fundraising activities conducted on behalf of **iZibalo NPC**. It ensures that fundraising practices align with our mission, values, legal obligations, and donor expectations.

2. SCOPE

This policy applies to:

- 2.1 Board members.
- 2.2 Staff.
- 2.3 Volunteers.
- 2.4 Contractors and consultants.
- 2.5 Third-party fundraisers.
- 2.6 Anyone authorised to raise funds on behalf of the organization.

3. GUIDING PRINCIPLES

All fundraising activities shall:

- 3.1 Support the organization's mission and strategic objectives.
- 3.2 Be conducted with integrity, honesty, and transparency.
- 3.3 Comply with applicable laws and regulations.
- 3.4 Respect donor intent and privacy.
- 3.5 Avoid conflicts of interest.
- 3.6 Protect the reputation of the organisation.

4. LEGAL AND REGULATORY COMPLIANCE

The organization will:

- 4.1 Comply with all applicable national, state/provincial, and local fundraising laws.
- 4.2 Maintain required registrations and licenses.
- 4.3 Issue donation receipts in accordance with tax regulations.
- 4.4 Ensure accurate reporting in financial statements and annual filings.

The Chief Executive Officer shall be responsible for ensuring regulatory compliance.

5. ROLES AND RESPONSIBILITIES

5.1 Board of Directors

- 5.1.1 Approve the fundraising strategy and annual targets.
- 5.1.2 Ensure oversight and accountability.
- 5.1.3 Support fundraising efforts where appropriate.
- 5.1.4 Ensure financial integrity.

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5.2 Executive Director / CEO

- 5.2.1 Oversee implementation of fundraising strategy.
- 5.2.2 Ensure compliance with this policy.
- 5.2.3 Report regularly to the Board.

5.3 Staff and Volunteers

- 5.3.1 Follow ethical and procedural standards.
- 5.3.2 Represent the organisation professionally.
- 5.3.3 Safeguard donor information in accordance with the POPIA.

6. ACCEPTANCE OF GIFTS

6.1 The organization may accept

- 6.1.1 Cash donations of less than one thousand rand (R 1000).
- 6.1.2 Electronic fund transfers (EFT).
- 6.1.3 In-kind donations (items).
- 6.1.4 Grants.
- 6.1.5 Bequests.
- 6.1.6 Corporate sponsorships.

6.2 Gift Acceptance Criteria

The organisation reserves the right to refuse any donation that:

- 6.2.1 Conflicts with its mission or values.
- 6.2.2 Imposes conditions that are illegal or unethical.
- 6.2.3 Creates reputational risk.
- 6.2.4 Results in excessive administrative burden.

6.3 Restricted Gifts

- 6.3.1 Restricted donations must be used solely for their designated purpose.
- 6.3.2 If the purpose becomes impractical, the Board may redirect funds in a manner consistent with donor intent and applicable law.
- 6.3.3 Unrestricted gifts and donations will be utilised in compliance with the organisation's financial policies and procedures.

7. DONOR RIGHTS

The organisation upholds the following donor rights:

- 7.1 To be informed of the organisation's mission and use of funds.
- 7.2 To receive appropriate acknowledgment and recognition.

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- 7.3 To have personal information kept confidential.
- 7.4 To access financial reports upon request.
- 7.5 To ask questions and receive truthful responses.

8. DONOR PRIVACY AND DATA PROTECTION

- 8.1 Donor information shall not be sold, rented, or exchanged.
- 8.2 Personal data shall be securely stored.
- 8.3 Access to donor data shall be restricted to authorized personnel only.
- 8.4 The organisation will comply with applicable data protection laws.

9. FINANCIAL CONTROLS

- 9.1 All donations must be recorded promptly and accurately.
- 9.2 Physical Cash Funds must be deposited within 48 hours after being received
- 9.3 Segregation of duties shall be maintained in handling funds.
- 9.4 Regular reconciliation of fundraising income shall occur.
- 9.5 Annual independent financial review or audit shall be conducted where required.

10. ETHICAL FUNDRAISING PRACTICES

The organisation will not:

- 10.1 Engage in misleading or deceptive practices.
- 10.2 Apply undue pressure on prospective donors.
- 10.3 Offer inappropriate inducements for donations.
- 10.4 Use emotional manipulation or exploit beneficiaries.

All communications must:

- 10.5 Be truthful and not misleading.
- 10.6 Clearly identify the organisation.
- 10.7 State the intended use of funds when applicable.

11. THIRD-PARTY FUNDRAISERS

- 11.1 Written agreements must define roles, compensation, and compliance requirements.
- 11.2 Compensation should not be solely commission-based where prohibited by law.
- 11.3 Third parties must adhere to this policy and applicable laws.

12. CORPORATE PARTNERSHIPS AND SPONSORSHIPS

- 12.1 Partnerships must align with the organisation's mission and values.
- 12.2 Due diligence shall be conducted before entering into agreements.
- 12.3 Sponsorship benefits must be clearly documented.

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13. ONLINE AND DIGITAL FUNDRAISING

- 13.1 Online platforms must be secure and reputable.
- 13.2 Payment systems must comply with financial security standards.
- 13.3 Social media fundraising must accurately represent the organisation.

14. EVENTS AND COMMUNITY FUNDRAISING

- 14.1 All events must be pre-approved by management.
- 14.2 Clear financial tracking must be maintained.
- 14.3 Community fundraisers must sign an agreement outlining expectations and branding guidelines.

15. CONFLICT OF INTEREST

All individuals involved in fundraising must disclose any actual or potential conflicts of interest.

16. COMPLAINTS PROCEDURE

- 16.1 Complaints regarding fundraising practices shall be documented and investigated promptly.
- 16.2 The Executive Director shall respond within 21 days.
- 16.3 Serious complaints shall be reported to the Board.

17. Procedure for handling unlawful monies

- 17.1 iZibalo is committed to maintaining the highest standards of integrity, transparency, and legal compliance in all fundraising activities.
- 17.2 If funds are received, or reasonably suspected to have been received, from an organisation or person that is unlawful, under investigation, or involved in money laundering or any other illicit activity, iZibalo will immediately suspend the use of such funds and initiate a formal internal review.
- 17.3) The organisation will conduct due diligence to verify the source and legitimacy of the funds, and where concerns are substantiated, the matter will be reported to the relevant regulatory and law enforcement authorities in accordance with applicable legislation.
- 17.4) iZibalo reserves the right to return or refuse such funds and will take all necessary steps to protect its reputation, stakeholders, and compliance obligations.
- 17.5) All incidents will be documented, and appropriate corrective actions will be implemented to prevent recurrence.

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18. POLICY REVIEW

This policy shall be reviewed at least every two years or as required by changes in law or organizational structure.

Ratification by the Board of Directors:



Sikhokele Mvubu (Apr 11, 2026 12:28:18 GMT+2)

Sikhokele Mvubu
(Chairperson)



Dr Xolile Kwayiba
(Board Member)



Roy Michael Hewett
(Secretary)



Lynn Eunice Glover
(Chief Executive Office)



Edumisa Mtoli
(Chief Operations Officer)

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Final Audit Report

2026-04-11

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