



The Dignity Project –

Additional policy for use of funds and decision making

The purpose of this document is to provide guidelines for the use of funds by The Dignity Project (TDP) and outline the decision-making process followed by the board.

First and foremost, the board adheres to the rules stated in the constitution for the use of funds and decision making. This policy should be considered as a supporting document to the constitution with the purpose of providing additional guidelines under the rules permitted in the constitution.

TDP is a not-for-profit, charitable and benevolent institution established in Australia solely to provide relief to young people in India in need, in particular young people from disadvantaged communities, through local projects to provide benevolent care, support, education and training **(Purpose)**.

Funds and decision making:

1. TDP income and reserves will only be used for the **purpose** as stated in the TDP constitution.
2. No funds can be transferred from the TDP bank account, with the exception of agreed ongoing monthly payments to supported partners, without approval by the TDP board. Decisions to disperse funds from the TDP bank account must be recorded in board meeting minutes. The secretary will then make the payment of funds, supported by the two-party authentication process on its bank account.
3. TDP will seek to provide and make public an annual budget each year including estimated expenditure for the 12 months ahead and include projections for revenue including donations, reserves and ongoing contributions. The budget will be approved by the board, included in the annual report and reviewed in an ongoing manner at board meetings during the 12-month budgeted period.
4. TDP will prepare annual income and expenditure reports and financial statements in accordance with relevant regulations and publish these financial records in its annual report.
5. On occasion, should TDP hold a surplus or reserve of funds in its bank accounts, that amount will be held in the TDP bank account and will not be transferred to any other account, person or entity, or used for any other reason other than the purpose stated in the constitution. The reserve amount will be tabled during each board meeting as part of the financial statements.
6. Decisions to terminate support or to cease funding for a project or organisation in India must be considered and approved by the board.

7. The TDP secretary agrees to create, monitor and maintain detailed and accurate financial records of TDP income, payments or funding transfers and bank reserves and to provide an accurate and up-to-date representation of TDP's finances at each board meeting. Financial records will be maintained electronically in accordance with the TDP record keeping policy.
8. TDP will establish written contracts with all organisations it provides funding or support to.
9. TDP will seek to partner with not-for-profit organisations in India that are recognized under the official Foreign Contribution (Regulation) Act (FCRA).
10. TDP will conduct due diligence of overseas organisation prior to providing funds or support of any sort. As part of this, the responsible people at any partner organisation will need to provide signed affidavits attesting to their suitability to receive funds and operate within standards set by the Australian Charities and Not-for-profit Commission in accordance to local and Australian laws.
11. TDP will never transfer funds to the bank account of an individual overseas.
12. Any and all payments by TDP outside agreed monthly operational costs need board approval.
13. The board must receive, consider and vote on a written funding proposal that includes a risk assessment, costing analysis and intended beneficiaries of the proposal before any funds or support are provided to any organisation. These will be recorded in the board meeting minutes.

14. TDP acknowledges it board is currently limited to four persons and three share a familial relationship. Any decision made outside a TDP board meeting requires the vote or support of the fourth, non-familial member, to be approved.
15. As at the time of this policy, TDP will not use any third-party for fundraising activities.
16. TDP will review this policy annual.

Signed:	
Position:	Secretary
Dated:	11 June 2024