

GOVERNING RULES FOR MANAGEMENT OF LIBRARY GIFT FUNDS UNDER DEDUCTABLE GIFT RECIPIENT (DGR) ENDORSEMENT FOR PUBLIC LIBRARIES AT GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Mooroopna Library, Shepparton Library, Tatura Library, Cobram Library, Nathalia Library, Numurkah Library, Yarrawonga library, Euroa Library, Nagambie Library, Violet Town Library, Mobile Library

1 PUBLIC LIBRARIES

The library facilities and collections are available to the public as a public library. No fee is charged for the public to enter the library to read or borrow library materials that are available for loan or to use the facility during opening hours. However, penalty and other charges may be imposed for late return, damage or loss.

2 ADMINISTRATION OF THE PUBLIC LIBRARIES

The Libraries are owned by the member Councils under terms specified in the Library Agreement except the Mobile Library which is an asset of the Goulburn Valley Regional Library Corporation.

The Corporations finances are reported publically via an annual report and audited by the Victorian Auditor Generals Office. Any gifts made to the Corporation are used only for the purposes and benefit of the public libraries that it operates.

3 PURPOSE OF THE LIBRARY GIFT FUND

The library gift fund is established solely for the purpose of acquiring library materials, resources (including books, periodicals, electronic media, equipment), buildings, furniture, library equipment, shelving for use by the general public.

4 CONTRIBUTIONS TO THE LIBRARY

The Corporation receives the majority of funds for operation of the Libraries from the member Councils and the State Government. Contributions, donations and gifts are also invited from members of the public and interested organisations.

5 MANAGEMENT OF THE LIBRARY

The Goulburn Valley Regional Library Corporation is a Statutory Corporation administered under Victorian Government Local Government Act 1989. The Corporation is created through a Library Agreement between the member Councils and approved by the Minister for Local Government.

The Corporation is governed by a Board of management created under the Library Agreement and reporting to the Minister for Local Government. The rules and operations of the Board are governed by the Library Agreement and Corporation Local Law No.1.

6 NON-PROFIT BASIS

The corporation operates on a non-profit basis. Money or property contributed to the gift fund or income earned will not be distributed to library members of the Goulburn Valley Regional Library Corporation except as reimbursement for out-of-pocket expenses incurred on behalf of the fund or as proper remuneration for administrative services.

7 SEPARATION OF LIBRARY GIFT FUND FROM THE GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Funding, gifts and contributions to the library gift fund will be kept separate from any other funds of the Goulburn Valley Regional Library Corporation and accounted and reported separately. Where applicable, a separate bank account and clear accounting procedures will be established for tax deductible gifts. Records of all transactions will be kept.

8 ISSUING OF RECEIPTS

When Goulburn Valley Regional Library Corporation issues a receipt for a deductible gift, the receipt must state:


- the name of the Library, and
- the ABN of Goulburn Valley Regional Library Corporation, and
- the fact that the receipt is for a gift

9 WINDING UP OF LIBRARY GIFT FUND

Goulburn Valley Regional Library Corporation is required to transfer any surplus assets of the gift fund(s) to another gift deductible fund(s), authority(s) or institution(s) when its library(s) is(are) wound up or on revocation of endorsement, whichever occurs first.

10 AMENDING THE GOVERNING RULES


The management committee will notify the Australian Taxation Office of any alterations made to these governing rules.

Signed  Date 25/02/2016

Debra Swan
Chair
Goulburn Valley Regional Library Corporation

Signed  Date 25/2/2016

Gary Cleveland
Deputy Chair
Goulburn Valley Regional Library Corporation

Signed  Date 25/2/16

Kevin Preece
CEO
Goulburn Valley Regional Library Corporation



Common seal of the Goulburn Valley Regional Library Corporation is affixed this day

..... 25th of February 2016.