

MAJLIS KANSER NASIONAL, MALAYSIA

## self governance procedures & practices at MAKNA



## BBB WISE GIVING ALLIANCE the Council Of Better Business Bureaus

<http://www.bbb.org/us/wise-giving>

- i The BBB Wise Giving Alliance helps donors make informed giving decisions and promotes high standards of conduct among organizations that solicit contributions from the public.
- i For a complimentary copy of the *Wise Giving Guide* email at [jlewis@council.bbb.org](mailto:jlewis@council.bbb.org)  
Or write to:  
Wise Giving Guide  
3033 Wilson Blvd, Suite 600  
Arlington, VA 22201



## BBB WISE GIVING ALLIANCE

### the Council Of Better Business Bureaus

#### BBB Mission:

BBB's mission is to be the leader in advancing marketplace trust. BBB accomplishes this mission by:

- Creating a community of trustworthy businesses
- Setting standards for marketplace trust
- Encouraging and supporting best practices
- Celebrating marketplace role models, and;
- Denouncing substandard marketplace behavior



## BBB WISE GIVING ALLIANCE

### the Council Of Better Business Bureaus

#### GOVERNANCE & OVERSIGHT

- The governing board has the ultimate oversight authority for any charitable organisation. This section of standards seeks to ensure that the volunteer board is active, independent and free of self-dealing.
- To meet these standards, the organisation shall have:  
*the standards are explained here\*\**



## BBB WISE GIVING ALLIANCE

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#### FINANCE

- i This section of the standards seeks to ensure that the charity spends its funds honestly, prudently and in accordance with statements made in fund raising appeals.
- i To meet these standards, the charitable organisation shall:-

*see next page*



## BBB WISE GIVING ALLIANCE

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- i Spend at least 65% of its total expenses on program activities – formula:

$$\frac{\text{Total Program Service Expense}}{\text{Total Program Service Expense}} \text{ should be at least 65\%}$$

- § Spend should be no more than 35% of related contributions on fundraising – formula:

$$\frac{\text{Total Fund Raising Expense}}{\text{Total Related Contributions}} \text{ should be no more than 35\%}$$





## FINDINGS — New Sunday Times January 22, 2006

### Salient points of the House to House and Street Collections Act 1947 (revised 1978)

Registrar Datuk Kaswuri Keman said the new laws were necessary as the only legislation connected to fund-raising was the outdated House to House and Street Collections Act 1947.

According to experts, the scope of the Act was also limited (see graphics).

"We will have to amend the Societies Act 1966 and introduce new sections to allow better regulation of such activities," he said. However, he did not elaborate on the proposed amendments.

At present, there is no de-

- only applicable in the peninsula
- those conducting fund-raising without a licence from the police can be fined not more than RM5,000 or jailed up to two years or both
- the collector must state the area within where the collection is to be made
- the Chief Police Officer has the absolute discretion whether to grant a licence and may at any time revoke one granted
- persons convicted in a court of law, whether in the peninsula or elsewhere, are barred from applying for a licence
- only those registered under a society are allowed to raise funds
- a licence shall remain in force for a period not exceeding one month, and may be renewed from time to time
- every application for a licence shall specify the address of the applicant
- collectors must use prescribed badges, certificates of authority
- any police officer may require any person whom he believes to be acting as a collector to immediately declare his identity, failing which he shall be guilty of an offence and liable to a fine not exceeding RM100
- if an offence is committed by a corporation, society or association, the entire management shall be deemed to be guilty of that offence. However, an office bearer would not be charged if he could show proof that he was not aware that the offence was being or was about to be committed or that he took all reasonable steps to prevent its commission



## FINDINGS — New Sunday Times January 22, 2006

### Guidelines on fund-raising

- 1 No mediators are allowed to raise funds for the particular organisation/association raising funds
- 2 Those raising funds must provide an identification/ membership card as well as the authorisation letter from the authorities as well as the organisation permitting him or her to raise funds
- 3 Fund-raisers should be above 18
- 4 An approval must be obtained from the relevant ministries if the purpose was related to matters under the particular ministry's jurisdiction
- 5 No one should be compelled to donate
- 6 All donations received must be acknowledged by a receipt
- 7 If possible, the expenses incurred in the fund-raising should not exceed one-twelfth of the collections made
- 8 For donations exceeding RM1,000, official receipts should be issued within three days
- 9 An audited statement of accounts should be sent to the Registrar within three months from the last day of collection
- 10 Each organisation is only allowed to undertake one fund raising activity per year. The fund raising duration cannot exceed one month.

### What others say

#### An official with a youth organisation in Petaling Jaya

WE have been raising funds all these years on an ad hoc basis. Whenever this is done, we give the donors an official receipt bearing the association's registered name and address. All monies are accounted for at our annual general meeting.

#### An official raising funds for a Hindu temple in Malacca

WE are not aware that we need to get approval to raise funds. There are checks and balances in place and our books are audited by qualified auditors who are members of the congregation.

The authorities might want to audit some private old folks' homes and orphanages on how they utilise public funds.

Some of the managers drive luxury cars and send their children abroad for studies.

Malaysian Trades Union Congress secretary-general G. Rajasekaran

THE Trades Union Act regulates all our fund-raising activities. After the fund-raising campaign, there must be a written report. We also look at how the funds are disbursed.

A volunteer with a private old folks' home in Penang

WE rarely carry out fund-raising activities because the donations we receive are sufficient, but we know of cases where a dubious home springs up and the next thing you see is an official asking for funds.

There are many such cases and the authorities should carry out more enforcement.

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AND???

WHAT HAPPENED NEXT?  
WHAT WAS THE OUTCOME?

