

Canberra Community Melody Collective Ltd
T/A Melody Collective

ACN 687 426 731

DGR Governance and Compliance Framework

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1. Objectives

This governance framework outlines how Melody Collective will maintain compliance with the legislative and regulatory requirements associated with operating as a DGR and ACNC and a registered charity.

It ensures that Melody Collective's governance practices align with legal obligations under the Income Tax Assessment Act 1997 (Cth) and oversight by the ACNC and the ATO.

2. Status

- Melody Collective is a public company limited by guarantee and holds a valid ABN, and is registered as a charity with the ACNC since May 2025.
- Melody Collective has established a public gift fund in accordance with its constitution (including appropriate winding-up and revocation clauses) to meet DGR endorsement requirements.
- Melody Collective is endorsed as a DGR from November 2025
- Melody Collective will ensure its activities continue to align with its charitable purpose and the governing rules under which DGR status is granted.

3. Governance and responsibilities

3.1. Board Oversight

- The Board of Directors has overall responsibility for ensuring Melody Collective's ongoing adherence to DGR conditions. This includes monitoring activities, reviewing relevant policies, and ensuring that Melody Collective operates in line with its principal purpose as defined in governing documents.
- The Board must proactively review Melody Collective's operations at least annually and before major organisational changes to confirm compliance with DGR criteria.
- The Board authorises the use of DGR funds strictly for purposes consistent with the organisation's objects and relevant DGR requirements.
- The Board to form Audit & Risk Committee with at least 1 existing Directors and at least one Board Advisor to oversight Melody Collective's operations on quarterly

basis, financials reports and update of fund raising & spending activities to be reported at Board meetings

- Independent Director to be considered once the fund raising per annum is higher than \$100k

3.2. Policy Development and Review

- Melody Collective will adopt and maintain appropriate internal governance policies related to financial management, conflict of interest, record-keeping, and ethical fundraising.
- Policies will be reviewed periodically to ensure they remain up to date with legislative changes and best practices in DGR governance.

4. Fund raising and Management of DGR Funds

- All donations intended to be tax deductible are directed into the Melody Collective Gift Fund, which is maintained and used solely for activities aligned with the DGR purpose. The Melody Collective Gift Fund receives:
 - Online donation platforms via Melody Collective website.
 - All monetary donations eligible for a tax deduction must be deposited into the designated Melody Collective Gift Fund bank account (BSB 062900; Account number: 11361838), which is maintained separately from Melody Collective's general operating funds.
 - The Melody Collective Gift Fund account must have two authorised officers, and all transactions must be approved by the Treasurer and another designated financial officer, who is appointed by the Board of Directors.

5. Record-Keeping and Reporting

- Melody Collective will maintain accurate accounting records and retain all financial and governance documentation for at least seven years, consistent with ACNC and ATO requirements.
- Financial reports, gift receipts, donor records, and transaction histories will be available for audit and review by governing bodies and relevant regulators.
- Each donation receipt must include:
 - Name and ABN of Melody Collective
 - Donation amount and date
 - Receipt number
 - Statement confirming
 - DGR

- Receipts may be sent by email or mail, and copies are retained for 7 years for auditing purposes.
- Each donation transaction must include:
 - Donor name (or anonymous if requested)
 - Date of donation
 - Amount
 - Donation method
 - Receipt number

6. Use of Donation funds:

Uses of the gift fund will be documented and reported, ensuring that use of funds is transparent and strictly for public benefit in accordance with Melody Collective's objectives.

Donations may only be used for activities aligned with Melody Collective's charitable objects, including:

- Organising inclusive music events and concerts includes but not limited to: Venue hire, Audio & tech, Photography & video graphy, Artist rewards, Lighting & decoration, other incidental expenses
- Supporting local and diverse artists by providing space for rehearsal
- Community engagement and promotion of the performing arts

Donations must not be used for private benefit or unrelated operational expenses.

7. Financial Reporting and Reconciliation

7.1. Monthly Reconciliation

- The Treasurer will reconcile the Gift Fund bank account against the donation register monthly.

7.2 Annual Reporting

Donation summaries and Gift Fund activities will be:

- Included in Melody Collective's annual financial report to members
- Submitted to the ACNC and ATO as required
- Made available to financial reviewers upon request

8. Financial Review and Transparency

- Melody Collective will undertake annual financial reviews and engage an external accountant if required.
- All donation records, receipts, and related documentation will be securely stored for a minimum of 7 years.

9. Transparency and Accountability

- Melody Collective will ensure public transparency toward donors and the community about how DGR funds are used, including publishing annual reports and financial statements that reflect gift fund activities.
- Melody Collective will follow appropriate processes if notified of required changes to comply with evolving DGR governance expectations.

10. Notification of Changes and Compliance Events

- Melody Collective will notify the ACNC of key organisational changes that could impact its DGR status, including changes to governing documents, principal activities, or Board composition.

11. Risk Management

- Melody Collective will identify and manage risks related to its DGR endorsement, including operational, legal, reputational, and compliance risks.
- The Board will ensure risk controls are in place and regularly evaluated through formal risk reviews.

12. Annual Review of DGR Governance Framework

This framework will be reviewed at least annually by the Board or delegated committee to ensure it continues to meet legislative requirements and reflects current best practice governance for DGR-endorsed entities.