

Commencement Date	21 December 2017
Review Date	The review date is 12 months after the commencement date and every three years after that

POLICY STATEMENT

1 Intent

The purpose of this policy is to develop guidelines for corporate sponsorship, for organizations that are related to the area of audit work. This is for the purposes of creating awareness.

This policy has conditions for sponsorship and continues to be in a position to demonstrate its independence as an auditing arm. The decision for sponsorship or participating in partnering events must be transparent to the public. This will also emphasize that corporate sponsorship will have no actual or perceived impact on the independence of OAG, nor on its ability to carry out its functions with integrity.

2 Scope

This policy and procedure applies for all corporate sponsorship for business related bodies.

The scope of sponsorship is aimed towards:

- supporting conferences, workshops and high academic achievers at the Universities
- participating in networking events
- facilitating supply of information and advice to organizations

3 Principles

The overall principles of this policy are to:

- Act as a guideline for the management of corporate sponsorship
- Evaluation of cost and benefit associated with corporate sponsorship
- Engagement into formal sponsorship arrangements
- Reporting of corporate sponsorship

4 Definitions and Acronyms

Policy Maker Auditor-General

Management Approval of Management Committee Meeting

5 Keywords

Corporate Sponsorship

6 Supporting Procedures and Guidelines

The guidelines to the policy are attached as Annexure I to this policy. This information will provide the background to the development of the policy should Officers need clarification.

RESPONSIBILITIES	
Implementation	The management are responsible for implementing the policy.
Compliance	Management are responsible for complying with the policy.
Monitoring and Evaluation	Corporate Services
Development and/or Review	The Corporate Services division will be responsible for developing and/or reviewing the policy
Interpretation and Advice	Deputy Auditor-General

ANNEXURE 1

1.0 Corporate Sponsorship

Corporate Sponsorship is defined as 'in kind' support or cash sponsorship for corporate entities to create awareness. By comparison, this involves a business relationship, which both parties enter into with the intent of receiving a material benefit. The advantage accruing to the entity may be under provision of providing additional resources to assist agencies meet their objectives for the organised events. Corporate sponsorship can also provide opportunities to market the OAG brand in cooperation with the sponsor. This is particularly the case where the public sector lacks marketing expertise.

2.0 Selecting to Sponsor

The office will consider sponsorship with public sector agencies, businesses, and nonprofit organisations with the purpose of creating awareness. The value and potential of all sponsorship opportunities will be considered against the criteria set in this policy.

For any training events or related sponsorship, the OAG may decide not to fund or receive sponsorship from any organisation that does not meet the standards in their operations or activities.

3.0 Selection Criteria

This policy does not provide a necessary structure in which to provide sponsorship but can also assist to minimize the risk of corruption and conflict of interest and any perception that can be present later with the organisation. With regard to accountability, the OAG recognizes that it may not always be reasonable to disclose the full extent of sponsorship to the public.

4.0 Why OAG wishes to Sponsor?

OAG will offer corporate sponsorship for the following reasons:

- provides an opportunity for marketing
- generate goodwill towards the organization
- build relationships with the wider community
- create OAG service awareness

5.0 Sponsoring Restrictions

The OAG will not sponsor events or activities that are:

- Illegal in nature
- Have any connection to tobacco, illicit drugs (example, marijuana)
- No sponsorship will be provided to other Ministries as it could have a perception of conflict of interest as being audit clients for the office.
- Individual seeking assistance for finance, medical, education or for recreational purpose
- Project or events undertaking high risk activities
- Sponsorship that conflicts in nature
- Personal, family or friends event
- Travel expenses, trips or tours
- Educational Scholarships
- Operating expenses of organisations e.g. salary costs

6.0 Associated Risks

Corporate Sponsorship does not entitle OAG to persuade an organisation to manage its business from its normal operating environment.

Prior to making decision, all sponsorship will be evaluated against cost and benefits.

This policy will not allow an OAG sponsorship to determine the content or interpretation of any program or service and ensure that goals, integrity and standards are not compromised by such relationship.

7.0 Administration of Sponsorship

Corporate sponsorship with agencies/organisations can be based on a handshake, an exchange of letters or a formal email, depending on the level of administrative control with the organisation. However, the preference is to be in writing, to ensure there is no misunderstanding. For sponsorship amounts, less than \$5000 may not require a formal contract. An exchange of letter would generally be sufficient. For amounts more than \$5000, would require contracts to be drawn up.

Contracts are some form of written agreement to be used where the funds involved are significant. This contract must include:

- The benefits, economic benefits, available to the sponsor;
- Any personal benefits available to staff of the sponsor and their relatives;
- The term and conditions of the sponsorship
- Details of financial accountability requirements
- Any special conditions which apply

8.0 Approval Process

All sponsorship must be approved by the Auditor-General before engaging into corporate sponsorship. It is known that sponsorship could be seen as acquiring or disposing of privileges, the office considers that it would be prudent to obtain approval before entering into sponsorship. However, where uncertainty exists, this can be clarified through early legal advice.

9.0 Reporting of Sponsorship

The OAG will report in-kind sponsorship in its annual report or any other material information produced by the Office.

10.0 Approved Provision for Sponsorship

The Office, through Management approval may sponsor the following:

- FIA Games subscription
- Fiji Business Excellence Award
- Fiji Leadership Events
- Award at any recognised Institute
- Any other sponsorship opportunities deemed appropriate

7 Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

8 Monitoring

Any abuse of the policy will result in disciplinary action

9 Who to Contact About this Policy

Any queries is directed to Deputy Auditor-General.

10 Revision/Change Log

Version 1.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	21 December 2017
Policy to be reviewed by:	21 December 2018
Manager responsible for policy:	Manager Corporate Services