

Training Module 5:

What's included in a CCQ 'spot check'



Cancer Council Queensland is required to complete spot checks for all fundraising activities. The purpose of these checks is to increase the success of fundraising initiatives and prevent potential fundraising breaches. These checks are completed by the Community Engagement team by phone.

Regardless of fundraising target, a number of fundraising activities will be randomly selected to participate in a spot check. As part of these checks, our team will review both financial and non-financial aspects of your fundraising activity with may include:

- **Non-financial spot checks**

- > Logo usage, alignment with brand and values, authority to fundraise letter and conflicts of interest

- **Financial spot checks**

- > Use of funds, Expenditure, income, budgets, and acquittals
- > Receipts will be requested as evidence of expenditure