



# BUROHELP ANBI COMPLIANCE & PUBLIC INFORMATION POLICY

## 1. Definitions

For the purposes of this Policy:

- **“Foundation”** means *Stichting Burohelp*, a Dutch public-benefit foundation (ANBI).
- **“ANBI”** means *Algemeen Nut Beogende Instelling*, as defined in the Dutch General Tax Act (AWR).
- **“Board”** means the statutory board (*bestuur*) of the Foundation.
- **“Policy Plan”** means the Foundation’s multi-year strategy required under ANBI law.
- **“Public Information”** means legally required disclosures published on the Foundation’s website.
- **“Activities”** means all work, programs, and support carried out by the Foundation, including operation of the Burohelp Time Bank.

## 2. Purpose of This Policy

This Policy sets out:

1. The Foundation’s compliance obligations under Dutch ANBI regulations;
2. The procedures for continuous public transparency;
3. The duties of the Board regarding the publication of required documents;
4. The standards for governance, integrity, financial management, and public accountability.

This Policy must be read and applied together with:

- The Statutes of Stichting Burohelp;
- The Foundation’s Financial Controls Policy;
- Privacy & Data Protection Policy (AVG/GDPR);
- Integrity & Conflict of Interest Policy;
- Annual Policy Plan.



## 3. ANBI Purpose and Requirements

3.1 The Foundation confirms that **at least 90%** of its efforts serve the public benefit, in accordance with Article 5b of the General Tax Act.

3.2 The Foundation's statutory objectives (as defined in Article 2 of the Statutes) fully meet the ANBI criteria.

3.3 The Foundation shall not retain more assets than reasonably required for its operations ("*vermogenstoets*"). Any reserves must be kept in accordance with the Foundation's Reserve Policy.

3.4 No individual Board member or other person may:

- receive a disproportionate benefit;
- hold assets of the Foundation as if they were personal assets;
- influence decisions for personal or commercial gain.

3.5 The Foundation shall dispose of its assets **only in line with its public-benefit objectives**.

## 4. Public Information Requirements

The Foundation shall publish the following information on its official website, in accordance with ANBI obligations:

### 4.1 Organisational Information

- Name of the Foundation: *Stichting Burohelp*
- RSIN / Fiscal Number: 868228059
- Registered address: Fluwelen Burgwal 58, 2511CJ, The Hague, The Netherlands
- Email and contact details: [contact@burohelp.com](mailto:contact@burohelp.com)/ +31 6 1338 2114
- Chamber of Commerce (KvK) registration information: 97779504

### 4.2 Governance & Structure

- Names and functions of all Board members
- Overview of governance structure
- Overview of the Director's role (if appointed)
- Description of internal oversight mechanisms

## 4.3 Mission & Policy Plan

- A clear statement of the Foundation's objectives
- The current **ANBI Policy Plan (Beleidsplan)**
- Summary of key activities carried out through the Burohelp Time Bank and related programs

## 4.4 Financial Information

- Annual financial statements (balance sheet, income & expenditure overview)
- Annual budget or financial plan (summary)
- Explanation of how received funds were spent
- Reserves and allocation rules (Reserve Policy)

## 4.5 Activities & Impact

- Description of all major activities undertaken
- Outcomes and societal impact reports
- Explanation of donation distribution and Time Bank methodology
- Overview of supported nonprofits (if permitted under privacy rules)

## 4.6 Remuneration Policy

- Clear description of the Foundation's remuneration policy for:
  - Board members (no remuneration; expenses only)
  - Director (market-conform and ANBI-compliant)
  - Employees (if applicable)

# 5. Public Availability and Update Frequency

5.1 All ANBI information must be published in an accessible location on the Foundation's website.

5.2 Information must be updated:

- **Annually:** financial statements, annual report, policy plan adjustments
- **Immediately:** board changes, governance changes, remuneration changes
- **Continuously:** updates to activities, impact summaries, donor-related reporting

5.3 The Board is responsible for ensuring the information is accurate, complete, and up to date.



## 6. Annual Reporting Obligations

6.1 The Foundation shall prepare an **Annual Report (Jaarverslag)** that includes:

- Summary of activities
- Statement of public benefit
- Impact achievements
- Allocation and distribution of donations
- Overview of Time Bank operations
- Explanation of administrative and operational costs

6.2 The Annual Report must be approved by the Board and published within six months after the fiscal year-end.

6.3 The Foundation shall maintain sufficient internal documentation to demonstrate compliance during audits or governmental review.

## 7. Financial Integrity and Use-of-Funds Compliance Assessment

7.1 All donations received shall be spent in accordance with the Foundation's objectives and ANBI law.

7.2 The Foundation must justify all expenditures through:

- Project documentation
- Time Bank registrations
- Financial statements
- Impact reporting
- Documentation required by internal policies

7.3 The Foundation shall not retain unallocated funds beyond what is strictly necessary for continuity.

Reserves must be:

- Reasoned
- Proportionate
- Published on the website



## 8. Remuneration & Compensation

8.1 Board members receive **no remuneration**, only expense reimbursement.

8.2 The Director (if appointed) may receive a reasonable salary compliant with:

- ANBI norms
- Dutch nonprofit standards
- Public-benefit proportionality

8.3 External consultants may be hired when necessary but must be justified in the financial report.

## 9. Integrity & Conflict of Interest

9.1 The Foundation shall maintain a strict **Conflict of Interest Policy**, requiring:

- written disclosure of any potential conflict
- recusal of involved Board members
- documentation of decisions

9.2 Board decisions must be free from personal or commercial bias.

9.3 Integrity breaches shall result in immediate investigation and possible removal.

## 10. Compliance, Monitoring, and Enforcement

10.1 The Board ensures continuous compliance with:

- Dutch Tax Authority ANBI rules
- Dutch civil law
- GDPR/AVG privacy regulations
- Internal policies

10.2 An annual internal ANBI review shall be conducted.

10.3 Non-compliance must be corrected immediately and reported if legally required.



## **11. Amendments to This Policy**

This Policy may be amended by Board resolution with a simple majority, provided all changes remain compliant with Dutch ANBI law.

## **12. Adoption and Signatures**

This ANBI Compliance & Public Information Policy was adopted by the Board of Stichting Burohelp on the 30th of November 2025