Private Donations

**POLICY/APPROACH:**

**PROCEDURE:**

**ALL** cash donations **must** come into the Fiscal Office for deposit into the bank.

We will track the donations by Center for use at that Center.

The monies will show on a separate budget and will not show up on HHS or OPK expenditure reports or change those budgets in any way.

The employee who receives the donation at the center will complete an “in-kind” receipt with the description of the donation.

The donor should provide the value of non-cash donations.

The employee will sign the donation receipt.

Donors of cash or non-cash donations will be given a copy of the receipt for their records.

Supplies that are used in the Center and/or for Program activities are treated as in-kind for grant purposes and procedures have not changed – send the agency copy of the receipt to the Fiscal Office.

Items that are personal in nature and are sent home with children or parents need to be noted on the SOHS copy of the receipt as “NOT in-kind, not for program use.”