

SUBJECT: DONATIONS

EFFECTIVE
DATE: 04-05-11 (replaces 01-28-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

Donations of cash or bequests from the community may be received, and funds may be collected by either staff or volunteers. It is the policy of the McIntosh Trail CSB to accept, document, and account for these funds at the local department/center.

Pursuant to the conditions of the Provider Manual under contract with the Department of Behavioral Health and Developmental Disabilities, such private gifts, donations, proceeds of local fund raising activities shall be budgeted to the Department, as Restricted or Non-Restricted, as directed within the Chart of Accounts.

Check requests are used for obtaining Restricted/Non-Restricted Funds through a petty cash custodian or a current vendor from Accounts Payable. Receipts are required to be turned in to Accounts Payable as backup to check requests.