

White Rock Friends Policy and Procedure

Donations Policy

Date Written: 08/27/2002
Date Revised: n/a

Chair, White Rock Friends

Secretary, White Rock Friends

I. Purpose

To establish guidelines for accepting donations and contributions for White Rock Friends.

II. Authority and Responsibility

The Constitution, By-laws and operating procedures of White Rock Community Church shall act as the primary policy and operating guidelines for White Rock Friends. This policy is established and approved by the Executive Committee of White Rock Friends. It is the responsibility of the executive committee of White Rock Friends to ensure compliance with this policy, and that it adheres to the policies of White Rock Community Church.

III. Policy

As an outreach service community project ministry mission group of White Rock Community Church, White Rock Friends shall accept charitable donations to further its mission and goals. Charitable donations shall be classified into two categories:

- A. **Cash Contributions:** Donations given by means of check, cash, credit card or other liquid asset (such as stocks or bonds) shall be submitted to the treasurer for further credit to the organization's operating account. The treasurer shall maintain a record of such contributions and make such records available for reporting as directed by the executive committee. Receipts for these contributions shall be given to each contributor at the end of each fiscal year to note their tax- deductible contribution.
- B. **In Kind Donations:** Goods and services given freely and without any obligation to the organization shall be accepted as donations in kind. The Executive Director shall maintain a record of goods and services received. Upon request by the donor, an itemized receipt of goods and/or services shall be produced. The Executive Director shall maintain a record of receipts produced for the purpose of validating the issuance of such receipts. The value of these goods and/or services shall be determined by the donor; not by the organization or any of its representatives.
- C. **Receipts and Records of Donations:** The records for cash and in kind donations shall be maintained for a period of time consistent with general accounting practices and as required by federal, state, and local laws that govern gifts issued to charitable organizations.