

**Fitzgerald Public Schools**  
**Business Office**  
**Donor Acknowledgement Administrative Guidelines**

**Background**

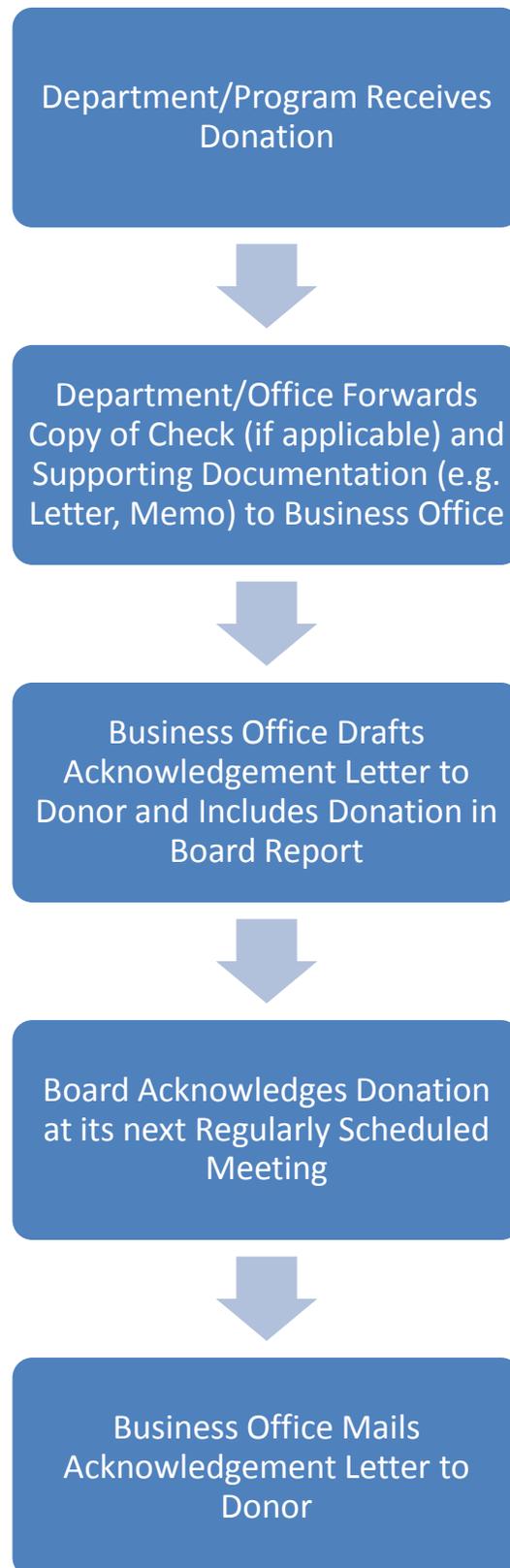
Donor support plays an integral part in the success of Fitzgerald Public Schools' programs and services. In order for donations to be appropriately acknowledged by the Board of Education, the following process must be followed by those departments and/or programs receiving donations from external sources.

**Process**

The district will utilize the following process for receipt and acknowledgement of donations and/or contributions. A flow chart describing the process is provided in Appendix 1.

1. District Department/Program receives notification of a donation/contribution.
2. The Department/Program forwards a copy of the information related to the donation/contribution to the Business Office. **For example:**
  - a. If a card is received with a check for the drama club, a copy of the card and check are forwarded to the business office.
  - b. Checks can be deposited using the existing process for the Department/Program.
  - c. Be sure to provide the business office with the donor name and mailing address if it is not contained in the supporting documentation.
  - d. Per IRS Publication 526, the value of the donation (other than cash) must be determined by the donor. For non-cash donations, Department/Program staff members should only list goods and/or services received and specify the value of the donation.
3. The Business Office will draft an acknowledgement letter (See Appendix 2)
4. The Business Office will include the donation/contribution in the next regularly scheduled board report.
5. The Board of Education will formally acknowledge the donation/contribution at its next regularly scheduled meeting.
6. The Business Office will mail the acknowledgement letter to the donor.
7. The Business Office will maintain a record of donations/contributions received by fiscal year for audit purposes.

Donor Acknowledgement Administrative Guidelines  
Appendix 1



***SAMPLE ACKNOWLEDGEMENT LETTER***

(Date)

(Name)  
(Street Address)  
(City, State, Zip Code)

Dear (Name):

Fitzgerald Public School District thanks you for your generous contribution. This letter will serve as a receipt for your tax purposes. Fitzgerald Public School District, a public school district operating in the State of Michigan, acknowledges the receipt of *(describe in some detail the contribution and/or property)* on *(date)*. The charitable contribution was received by *(title of person receiving contribution on behalf of the District)* at *(location of contribution)*.

Again, we thank you for your charitable contribution. Please carefully review IRS Publication 526 for detailed information of charitable contribution deductions, limitations, and recordkeeping requirements. If you have received any benefit or service for your charitable contribution, please review IRS Publication 526 with your tax advisor. You may only deduct the amount of contribution, which is more than the benefit received. Please contact your tax advisor directly for tax advice with respect to this charitable contribution.

Sincerely,

Jamie Kendall  
Director of Business