

DONATIONS - GIFTS TO DISTRICT PERSONNEL

The district will follow the administrative guideline for receipt and acknowledgement of donations and/or contributions made over \$100.00:

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:
 1. Donor's name and address
 2. Why/Purpose for the donation
 3. When the donation was given
 - 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.
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.