

Receipt of Donations

All funds received as donations are considered unrestricted unless the donor has restricted use of the funds in writing such as in a letter or will. (See fiscal policy.)

Regular Donations

When checks or cash are received as a straight donation, not in memory of someone, the name, address and amount in the spreadsheet kept on the director's computer called Donations Ongoing. Also, a column records whether or not a thank you letter has been sent to the donor. If the donation is for a specific purpose, that is also noted on the spreadsheet. (See attached.) The thank you letter is written within 1 week of the receipt of the donation. Written by the director from a basic form letter and personalized for the current donation the letter is addressed and stamped and sent out in the mail. (See form letter attached.)

The check/cash is then labeled with the following notation – operating fund/contributions unrestricted. It is then placed in the safe for the bookkeeper to finish recording in the accounting software and deposit in the bank.

Memorials

Memorials are dealt with in the same manner as regular donations. Separate donation worksheets are established when multiple donations for one person are anticipated. (See attached.) Otherwise, there is a general donation page when only 1 or 2 memorials are received. Thank you letters for the donations are sent out within 1 week. This letter is similar to the regular donation letter and has been personalized. (See attached.) In addition to the other information recorded for regular donations, a family notification letter is sent by the director to a designated family member. This is done after several donations are received. It is done as many times as needed until all donors and addressed have been given to the family. (See attached.)

The check/cash is then labeled with the following notation – operating fund/contributions unrestricted or capital fund/contributions unrestricted (depends on family's wishes). It is then placed in the safe for the bookkeeper to finish recording in the accounting software and deposit in the bank. The money is then spent according to instructions received by the director from the family.

At least once a year, the Remembrance Book (located on the circulation desk) will be updated with both general and memorial donations.