

POLICY

DONATIONS AND IN-KIND CONTRIBUTIONS

4008

A. Categories of Donations and In-Kind Contributions

1. Listed below are the categories in which donations and in-kind contributions shall be tracked:
 - a. Cash Donations
 - b. Administrative and Other Services
 - c. Equipment and Supplies
 - d. In-kind labor – voluntary

B. Accounting Treatment

1. At the time of contribution is made, the following information will be recorded:
 - a. Date and acquisition of service rendered
 - b. Type of material or service and its value (fair market less partial payment)
 - c. Name, address and signature of donor
 - d. Signature of acceptance by the Bullhook Community Health Center staff member.
2. Rates for volunteer services shall be based upon the actual rate paid in the community for that service.
3. The Chief Financial Officer shall ensure that the appropriate financial journal entries are made regarding such donations, contributions, etc.



CHIEF EXECUTIVE OFFICER

DATE 12/14/2020



CHAIR, BOARD OF DIRECTORS

DATE 12/14/2020

Date first adopted	12/19/2012
Date Revised/Finance Board approval	12/05/2012, 01/25/2017, 12/08/2020
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