

Kids Central, Inc. System of Care Policy & Procedure

Series: Finance, Accounting and Contracts

Policy Name: Cash Contributions, Pledges, and Donated Goods and Services

Policy Number: 909

Origination Date: 08/23/06

Revision Date:

Authority:

Policy:

It is the policy of Kids Central, Inc. to record contributions of services, materials and equipment after assessing fair market value and issuing appropriate receipts accordingly.

Procedure:

1. Cash contributions and pledges are received by the Accounting Department and a copy of the check, credit card transaction and accompanying information is filed in order to track donor information.
2. Donated goods and services are recorded in the general ledger on a timely basis. Details of the donations are attached to the journal entries.
3. The Executive Director or designee sends out an acknowledgement letter for each contribution, pledge or donated good or service in accordance with Policy 1310, Fund Raising Practices.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date