Guidelines

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<th>DHS-040-026-04 Donations - Reporting</th>
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<td>DHS-040-026 Donated Funds, Goods, and Services</td>
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Purpose

This document outlines the appropriate process for reporting donated funds, goods, and services. Donated funds are cash or in-kind goods and services donated to DHS and utilized to benefit the Agency’s mission of assisting individuals to become independent, healthy and safe.

Guidelines

1. The donated funds coordinator, manager or a designee maintains three distinct recording logs in each office, one each for:
   A. Money donations.
   B. Stored value cards and ticket donations.
   C. In-kind donations and services.
2. Staff authorized to accept or disburse donations immediately record all transactions in the correct log in accordance with policy DHS-040-026.
3. OFS Grant Reporting unit provides a summary donated funds report to each district manager, donated funds coordinator or both on a quarterly basis. The summary donated funds report is broken out by district and includes:
   A. Expenditures.
   B. Receipts.
   C. Interest income.
4. District managers monitor disbursements to ensure disbursements do not exceed revenue for any district or program area.
5. Donated fund managers audit and reconcile donated funds, goods, and services on a quarterly basis.
6. If donated funds are intermingled between areas, the district manager or donated funds coordinator requests a correction by contacting OFS Grant Reporting.

References

Oregon Accounting Manual (OAM)
Oregon Government Ethics Law
Forms referenced
None

Related policies and procedures
DHS-040-026 Donated Funds, Goods and Services Policy
DHS-040-026-01 Donations-Soliciting
DHS-040-026-02 Donations-Receipting and Recording
DHS-040-026-03 Donations-Disbursements

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Keywords
Donations, donated funds, donated goods, donated services, in-kind

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