
Guidelines

Title:	DHS-040-026-04 Donations - Reporting
Related to:	DHS-040-026 Donated Funds, Goods, and Services
Effective date:	01/06/2020

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](#)

[OAM 10.20.00.PR](#) Internal Controls, Cash Management.

[DAS Statewide Policy 107-001-020](#) Public Records Management – Records Retention Schedule

[DHS|OHA 060-002](#) Conflict of Interest

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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