

11.18 Cash Contributions

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to solicit and accept donated cash contributions in the accomplishment of our mission.

Procedure:

All cash contributions must be directed to the Director of Finance for proper acknowledgement and processing. Accurate accounting records and listings of all cash contributions will be maintained.

The Director of Finance and/or a financial specialist will prepare a special deposit on all cash contributions. The bank deposit slip will be prepared in duplicate and will include the donor's name. If the donor is anonymous, the deposit slip will be so noted. The deposit will be completed under dual control and will include the initials of the Director of Finance and a financial specialist.

Copies of the deposit slip and check/cash will be maintained in a file labeled "Contributions".

Some donors may designate a restriction on the use of their contribution. Restricted funds may be placed under the auspices of the Licking County Foundation and will be structured as per the donor's request.

All cash contributions are duly recorded and posted to the Licking/Knox Goodwill Industries monthly/yearly financial statements which are distributed to all members of the Board of Trustees.