

## **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".

All donations received by the organization, regardless of amount or source, shall be added to the Licking/Knox Goodwill Foundation, unless otherwise directed by the donor. (Refer to Licking/Knox Goodwill Foundation documents for more information.)

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