

## **17.35 Receipt of Donations**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to seek and accept donations for resale from the local community at all retail stores and to provide receipts to donors.

### Procedure:

#### General Donations

- A Donation Receipt that includes the donor's name, address, date, and a description of the donated items is completed and signed by an employee at the time of donation.
- Donation value will not be determined by any Goodwill employee.
- The top portion of the Donation Receipt is given to the donor for their tax records.
- All donors are thanked and assisted in unloading their donations. All donated goods will be treated with respect.
- Employees will track donations by using the Retail Production Log to measure outcome.
- All donation receipts are sent to the Director of Retail at the end of each week.
- Donor information is provided by the Director of Retail to the Support Specialist to generate thank you cards.

#### Monetary Donations

- The manager or assistant manager must receive all monetary donations.
- A Donation Receipt that includes the donor's name, address, date, and amount of donation is completed and signed by the manager or assistant manager.
- The original Donation Receipt is to be sent to the Director of Retail at the end of each week.
- The duplicate copy is given to the donor and the donor is thanked for their generosity.
- The donation will be entered into the register as a tax-exempt sale and deposited with the current day's business.
- The manager/assistant manager will make a note on the bottom of the Daily Report stating the amount of the monetary donation(s) and the form of the donation (cash, check, credit card, etc.)
- Donor information is provided by the Director of Retail to the Support Specialist to generate thank you cards.

Donations of Items Valued at \$500 or more

- The Manager/Assistant Manager must receive any donation of a single item valued at \$500 or more.
- The Manager/Assistant Manager must inform the donor that the IRS requires an appraisal on the item in order for the donor to claim the deduction on tax returns.
- The donor is responsible for providing and paying for the appraisal on the donated item.
- The Manager/Assistant Manager must retain a copy of the appraisal, if available.
- A Donation Receipt is completed in duplicate and includes the donor's name, address, date, description of the donated item(s) and the Manager/Assistant Manager's signature
- The original Donation Receipt is to be sent to the Director of Retail at the end of each week. The duplicate copy is given to the donor.
- All donors are thanked by the Manager/Assistant Manager and assisted in unloading their donations. All donated goods will be treated with respect.
- The Manager/Assistant Manager will note the type of donation and the appraisal amount on the bottom of the Daily Report.
- Employees will track donations using the Retail Production Log to measure outcome.
- The Director of Retail will provide donor information to the Support Specialist to general thank you cards.