

<b>Hawkeye Area Community Action Program, Inc. Policy &amp; Procedure</b>	Policy # 131
	Page 1 of 1
<b>Management of Non-cash Resources</b>	Effective: April 28, 1983
APPROVED BY: HACAP Board of Directors	Revised: August 12, 2018

## **Policy Statement**

Any non-cash resources received by an employee of the Hawkeye Area Community Action Program Inc. will be reported and distributed according to program procedures.

## **Standard Operating Procedure**

### **In-kind receipt process for supplies/materials**

Donations can be made at any HACAP site. The staff member receiving the goods should fill out and sign an in-kind receipt and have the contributor fill in the value and sign and date the form. Any designation or restriction on the donation should be noted on the receipt. HACAP is committed to honoring the designation of the donor; however, certain designations may not be allowable.

If any in-kind goods are received through the mail, the person receiving the goods should sign the in-kind receipt and another individual at the site should also sign the form for verification. The donor should be contacted to determine the value of the donation.

The in-kind form should be sent to the Corporate Office for reconciliation within three business days of the donation. The Chief Financial Officer will retain one copy of the in-kind voucher receipt for the record, and route an additional copy to the designated program staff member the donation applies to for tracking and data entry.

### **In-kind receipt process for gift cards/vouchers**

Donations can be made at any HACAP site. The staff member receiving the goods should fill out and sign an in-kind receipt and have the contributor fill in the value and sign and date the form. Any designation or restriction on the donation should be noted on the receipt. HACAP is committed to honoring the designation of the donor; however, certain designations may not be allowable.

If any in-kind goods are received through the mail, the person receiving the goods should sign the in-kind receipt and the site supervisor should also sign the form for verification.

The gift cards should be brought to the Corporate Office for reconciliation within three business days of the donation. The in-kind receipts and gift cards should be brought to the Chief Financial Officer for reconciliation/securing and other Business Office staff will record the serial numbers of the gifts for future reference.

<b>Hawkeye Area Community Action Program, Inc. Policy &amp; Procedure</b>	Policy # 131
	Page 2 of 1
<b>Management of Non-cash Resources</b>	Effective: April 28, 1983
APPROVED BY: HACAP Board of Directors	Revised: August 12, 2018

Once reconciled, the Chief Financial Officer will give the in-kind receipts to the receptionist. The receptionist will retain one copy of the in-kind voucher receipt for the record, route a copy to the Business Office, and route an additional copy to the designated program staff member the donation applies to for tracking and data entry.

The receptionist will also be responsible for sending the IRS letter to the contributor.

Once the determination is made on how the donation is utilized, the cash or gift cards may be accessed.

Donated or purchased gift cards can be requested in a “reasonable” amount as approved by the appropriate budget manager. Gift cards will be signed over by the Lead Accountant to staff as need for distribution to clients.

When gift cards are distributed to clients they must sign a receipt and the transaction is recorded in CIS. The client receipts are then returned to the Chief Financial Officer monthly. The client receipts and serial number log will be reconciled monthly by the Lead Accountant.

**Process Manager**

This Policy was developed for all HACAP financial investments. Questions regarding this policy should be directed to the Chief Financial Officer at 319-393-7811.