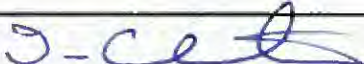




**El Dorado County  
Health and Human Services Agency  
Policy and Procedure**

ACCEPTING DONATIONS		Policy Number	B-HH-004
		Date Adopted	5/13/15
		Date Revised	
Approved By	 Donald Ashton, M.P.A., Director	Page Number	1 of 6

**PURPOSE**

This policy is created to establish guidelines for accepting donations and requesting fundraising approval within the El Dorado County Health and Human Services Agency (HHS). (HHS).

**POLICY**

On March 25, 2014, the El Dorado County Board of Supervisors (BOS) approved legislative file 14-0385 which delegated to the HHS Director the power to accept any gift, bequest, or devise (up to a threshold of \$5,000) made to, or in favor of, HHS per Government Code Section 25355.

Through this policy, the HHS Director authorizes acceptance of one time, single item or multiple item non-restricted donations valued up to \$1,500 upon approval from the program manager and without pre-approval from the HHS Director. Donations exceeding the \$1,500 value, or any restricted use donations regardless of value, require HHS Director approval **prior** to acceptance of the donation. HHS reserves the right to accept or deny any donation.

HHS does not guarantee replacement of any donated item worn or damaged beyond repair.

HHS fiscal units and/or the accepting program(s), will process donations in accordance with County Cash Handling Guidelines. In all cases, if there is any discrepancy between this policy and County Cash Handling Guidelines, the County guidelines will prevail.



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Volunteer time donation is not covered in this policy.

All newly proposed fundraising activities should be approved in advance by the HHSA Director after consultation with County Counsel.

Wish lists acknowledging Agency needs are not considered fundraising and are allowed on HHSA County websites.

**DEFINITIONS**

**Donation:** Cash, checks, gift cards and goods or services given to the Agency for the enjoyment of the public. These items are not considered private or proprietary. A donation is defined as a single item or group of items offered at one time.

**Fundraising:** Actively soliciting the public for open donations through an organized activity

**Non-Restricted Donation:** Donation received for a non-specific use

**Restricted Use Donation:** Donation designated by the donor for a specific use, purchase of equipment and/or scholarships for service

**PROCEDURE**

1. The value of the donation is determined by the donor.
2. Use the chart below based on determined value for steps to process.



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<b>RESTRICTED USE DONATIONS</b>	<ol style="list-style-type: none"> <li>1. Program manager must verify the donation(s) is/are appropriate for program use, within program guidelines and consistent with program goals and objectives.</li> <li>2. Program staff/donor completes Donation Request/Receipt form (EL 647).</li> <li>3. Program staff submits EL 647 and any additional documentation to program manager for approval/signature and then forward to HHSA Director for approval.</li> <li>4. HHSA Director signs EL 647, noting approval or rejection of donation.</li> <li>5. EL 647 is returned to program.</li> <li>6. Program staff calls donor and accepts donation.</li> <li>7. Original EL 647 donation receipt is forwarded to program's accounting staff.</li> <li>8. If donation is a gift card, it is attached to EL 647 when forwarded to Fiscal for processing.</li> <li>9. Fiscal processes donation in accordance with their deposit or inventory procedures as applicable.</li> <li>10. If HHSA does not accept the donation, EL 647 form is returned to the program unsigned, and program staff notifies the donor.</li> </ol>
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<b>NON-RESTRICTED DONATIONS UP TO \$1500</b>	<ol style="list-style-type: none"><li>1. Program manager must verify the donation(s) is/are appropriate for program use, within program guidelines and are consistent with program goals and objectives.</li><li>2. Program staff/donor completes Donation Request/Receipt form (EL 647). Program manager signs EL 647.</li><li>3. Donor is given a copy of EL 647 Donation Request/Receipt if requested. If cash, a cash receipt is completed and attached to EL 647.</li><li>4. Original EL 647 donation receipt is forwarded to program's accounting staff with a copy to HHSA Director's office for notification purposes.</li><li>5. If donation is a gift card, it is attached to EL 647 when forwarded to Fiscal for processing using gift card desk guide.</li><li>6. Fiscal processes donation in accordance with their deposit or inventory procedures as applicable.</li></ol>
<b>NON-RESTRICTED DONATIONS \$1500 - \$5000</b>	<ol style="list-style-type: none"><li>1. Program manager must verify the donation(s) is/are appropriate for program use, within program guidelines and are consistent with program goals and objectives.</li><li>2. Program staff/donor completes Donation Request/Receipt form (EL 647).</li><li>3. Program staff submits the EL 647 and any additional documentation to program manager for approval/signature and then to HHSA Director for approval.</li><li>4. HHSA Director signs EL 647, noting approval or rejection of donation.</li><li>5. EL 647 is returned to Program.</li><li>6. Program staff calls donor and accepts donation.</li><li>7. Original EL 647 donation receipt is forwarded to their program's accounting staff.</li><li>8. If donation is a gift card, it is attached to EL 647 when forwarded to Fiscal for processing using gift card desk guide.</li><li>9. Fiscal processes donation in accordance with their deposit or inventory procedures as applicable.</li><li>10. If HHSA does not accept the donation, EL 647 form is returned unsigned, and program staff notifies the donor.</li></ol>



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<b>NON-RESTRICTED DONATIONS OVER \$5000</b>	<ol style="list-style-type: none"> <li>1. Program manager must verify the donation(s) is/are appropriate for program use, within program guidelines and are consistent with program goals and objectives.</li> <li>2. Program staff/donor completes Donation Request/Receipt form (EL 647).</li> <li>3. Program staff submits EL 647 and any additional documentation to program manager for approval/signature and then to HHSA Director for approval.</li> <li>4. HHSA Director reviews and works with analysts to have item placed on BOS Agenda.</li> <li>5. If BOS approves donation, minutes of the Board meeting are attached to EL 647 to show approval.</li> <li>6. HHSA Director signs EL 647, noting approval or rejection of donation.</li> <li>7. EL 647 is returned to program.</li> <li>8. Program staff calls donor and accepts donation.</li> <li>9. Original EL 647 donation receipt is forwarded to program's accounting staff.</li> <li>10. If donation is a gift card, it is attached to EL 647 when forwarded to Fiscal for processing using gift card desk guide.</li> <li>11. Fiscal processes in accordance with their deposit or inventory procedures as applicable.</li> <li>12. If HHSA does not accept the donation, EL 647 form is returned unsigned, and staff notifies the donor.</li> </ol>
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<b>FUNDRAISING REQUEST FOR APPROVAL</b>	<ol style="list-style-type: none"> <li>1. Program manager completes Form EL 98 to request approval for new fundraising activity.</li> <li>2. Program staff submits completed EL 98 to the Chief Fiscal Officer (CFO) for review.</li> <li>3. CFO will submit form to the HHSA Director for approval and work with County Counsel to obtain concurrence.</li> </ol>
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**REFERENCE**

California Government Code Section 24353

County of El Dorado BOS Legistar File #14-0385, March 25, 2014 Agenda Item 13

County of El Dorado Cash Handling Guidelines

**ATTACHMENTS**

None