

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 305 – Contributions and Fund Raising

I. POLICY

It is the policy of Southern Highlands to use proper internal control for **ALL** funds provided to the Center. This includes funds raised by staff and consumers, donations and/or gifts to specific programs, and any cash held for consumers and/or residents.

II. DISCUSSION

Many times during the year staff volunteer to raise funds for a consumer in need, holiday parties, or other purposes. In some instances, programs even have ongoing canteens or collecting soda cans to assist with these functions. Anyone participating in giving donations wants to insure that the funds they provide go to the proposed purpose. The Center also wants to have an audit trail to protect employees from being falsely accused of misuse of the funds.

III. PROCEDURES

- A. All funds collected on behalf of consumers by staff / volunteers / students of Southern Highlands will be immediately deposited as outlined in Section 304 of this manual.
- B. As funds are required, the Coordinator or designee of the program will provide a written request to the Accounting Department for funds to be distributed to a particular vendor, as an advance to the employee, or pick up a credit card for the purchase. The employee will be responsible for turning in all receipts and a list of items purchased to the Accounting office. If the funds are an advance, the funds will remain as a liability to the employee until all receipts are received and then the funds will be expensed. Any funds not spent will be turned in as a deposit at the local clinic. This includes donations for Christmas presents for consumers.
- C. A letter of appreciation will be written to everyone who donates funds or gifts to the Center or consumers. The letter may be written by the employee receiving the donation but a copy must be sent to Central File.
- D. In instances, where funds are collected for soda cans and canteens, all funds must be deposited on a regular basis. There should never be more than \$25 at any site. The \$25 will be used to make change. All deposits must be labeled correctly.

Each location will maintain a separate fund (i.e., one for Mullens, one for Pineville, and one for Glen Rogers).

- E. Each canteen location will utilize a credit card or a cash re-imbusement to replenish canteen supplies. Program supplies and other needs are to be ordered by a purchase requisition