

1. Send all cheques to the executive director for recording, accounting and depositing.
2. Update donor information in the database if the information on the cheque and/or response form is different. Note the date of change in the record.
3. Record gifts according to the donor's intended use, i.e. unrestricted, restricted (specific program or project), endowment, etc.
4. Record in the system the source of the gift, i.e. direct-mail appeal, special event, personal solicitation, etc.
5. Prepare a quarterly report of donations/gifts to be circulated to the board for information and special acknowledgement attention.

Any questions related to the content of this policy or its interpretation should be directed to the Board of Directors.

Date Accepted: September 20, 2016

Date Reviewed: _____