CS-08 FINANCIAL DONATIONS

**Purpose**

To outline the process of receiving and putting away In-Kind donations

**Policy**

HSWM will accept in cash and in kind donations during open hours at both the adoptions and admitting desk

**Staff /Areas Affected**

• Customer Service Staff

• All staff

**Definitions**

**In Kind Donation** - donations of supplies and items for use in the shelter. See SOP DV-06

**Donation Receipt** - form used to track in kind donations and to send thank you letters to donors for all types of donations.

**ShelterLuv** – Database used by HSWM for all tracking of customers, animals and associated service

**Responsibilities**

Customer Service is responsible for making sure this process takes place daily.

**Procedures**

When a donor comes with donations, whether in kind or in cash, please encourage them fill out a donation receipt. They should include a donation $ amount. The donor will keep the top page for tax purposes and the bottom portion is placed in the black cash box under the desk.

Cash donations are entered into ShelterLuv and put in cash drawer. If not entered into ShelterLuv, the money and the bottom portion of the donation receipt and placed in an envelope, then in the black cash box.

CS staff should ask the donor if they need assistance bringing their in kind donations into the building.

If a large ($150 or greater) cash donation is made, CS should call the highest raining Supervisor/Director to the front to thank the donor in person.

**Reference Documents**

• Donation Receipt

* SOP DV-06 In Kind Donations

**Revision History**

Created 1/11/16 – V1

Revised 11/2/18 – V2