



POLICY & PROCEDURES FOR DONATIONS GIVEN TO FIRST 5 VENTURA COUNTY

POLICY:

First 5 Ventura County (F5VC) shall seek and accept donations that are consistent with its mission. Donations shall be accepted from individuals, partnerships, corporations, organizations, government agencies or other entities to support the work of F5VC. F5VC has the discretion to decline contributions from a specific source when it is inconsistent with F5VC's beliefs, values, or mission or if use restrictions are unacceptable. The Executive Director shall have the authority to determine donations that shall be accepted.

PROCEDURES

REVENUE:

- In accordance with F5VC's internal control procedures, donations will be received and tracked in a separate bank account. Revenues will be handled per the internal controls.
- For donors wishing to give money via credit card, a third party processor will be utilized in order to receive electronic payments. When there are associated processing fees, donors may choose to either add it to or deduct it from the amount donated.
- Revenues will be reported on the quarterly financial statements and in the annual audit report.

EXPENDITURE:

- When the donor specifies and restricts the purpose and there is an immediate time requirement, the Executive Director shall have the authority to expend donated resources in accordance with donor specifications, so long as the expenditure does not exceed the total overall approved operating budget. If expenditure of contributions will result in exceeding the overall operating budget, Commission approval will be required.
- Expenditures will be handled per the internal controls.
- If the donation is unrestricted, utilization of such resources will be planned for the next budget cycle and incorporated into the proposed budget for Commission consideration and approval. Commission approval may be considered earlier when expenditure is required before the next budget cycle.

DONOR RECOGNITION & PRIVACY:

- Donor information will be collected and maintained, including but not limited to: contact information; contribution history; events attended; and donor comments and suggestions to understand their interests and keep them updated on related activities and opportunities. **Donor names and information will not be shared with any third party unless permission has been granted. F5VC will not sell donor information as part of a mailing list.**
- Donors will receive a receipt and thank you letter with required tax deduction information. Donors may receive public recognition, such as acknowledgement on the F5VC website. Donors who request their donation be kept anonymous, shall be honored to the extent allowable by law.
- Identified fundraising campaigns, as determined by the Executive Director, may provide for donor naming opportunities.

STAFF/COMMISSION PRIVACY POLICY:

In performing their duties, F5VC staff, Commissioners, and volunteers are privy to information about individuals and families, such as contribution history, assets, and family relationships. Due to the sensitivity of this information, all F5VC staff, Commissioners, and volunteers must adhere to the policy that information shared with them remains confidential, is not discussed with others in public or public settings, and is not disclosed or used for any other purposes unless the law requires disclosure of such information.