



# Higher Ground's Donation Policy

HGRC Policy # 400.330

Category: Administrative Services

Title: Donor and Grant Receipt

## **POLICY**

It is the policy of Higher Ground a Resource Center, that all deposits and bookkeeping processes go through standardized procedures to avoid waste, fraud, and ensure accountability and fiscally responsible methods which includes grant and donor deposits.

## **PURPOSE**

It is the purpose of this policy to ensure that financial practices at Higher Ground comply with all the necessary IRS audits, other external funder audits, and internal financial procedures. This policy is also to outline all the steps that grant and donor deposits to match with best practices. Donors are to be handled at highest quality and care to ensure trust and continued relations with Higher Ground.

## **PROCEDURE**

### Donors

Upon receipt of any donor donation, as stated in HGRC Policy #400.320, a copy of the check and letter will be given to the Director of Development and Community Relations. This copy must be kept in a secured location at Higher Ground. Only the office manager, CEO/President, and director of Development and Community Relations should see the check and have access to this location. The director of development and community relations must ensure utmost care is taken to protect the information of donors and kept private to the 3 positions mentioned above.