

Washtenaw County Community Mental Health

CONTRIBUTIONS - (policy)

PURPOSE:

To document the rules for contributions given to Washtenaw County Community Mental Health (WCCMH) and its employees.

POLICY:

It is the policy of WCCMH to comply with Washtenaw County rules and pertinent accounting guidance for monitoring and using restricted and unrestricted contributions.

STANDARDS:

- All contributions received in the form of cash, check, or property, are to be remitted to the Accountant within two business days.
- Contributions are deemed restricted or unrestricted based on the nature of the donor's request and recorded in the appropriate account type.
- Restricted contributions are monitored and only expended within the designated limitation. Purpose-restricted contributions are to be used in the same fiscal year in which they are received; Time-restricted contributions may be held until a future period, if specifically required.
- Unrestricted contributions are monitored and must be expended within the same fiscal year in which they are received.
- All contributions, regardless of amount, are required to be approved by the County Administrator via the county contribution form.
- The tax letter should be given to the donor, if applicable (Exhibit A).
 - For fundraising events, the donation amount given, in excess of the fair market value of goods and services received, is treated as a contribution and a tax letter may be appropriate (see WCCMH Fundraising policy).

DEFINITIONS:

Restricted Contribution: Gifts of money or other property from individuals, businesses or other entities which are earmarked by the donor for a specific purpose (Purpose-restricted) or to be used at a certain time or event (Time-restricted).

Unrestricted Contribution: Gifts of money or other property from individuals, businesses or other entities which are not earmarked by the donor for a specific purpose, but are for general use by WCCMH. Unrestricted contributions are included in current year revenue at fair value and do not rollover into subsequent fiscal years.

REFERENCES:

- Washtenaw County Policy: Contributions from Individuals and Organizations for County Service
- WCCMH Policy: Fundraising Events
- FASB 116
- GASB Statement 33

EXHIBITS:

- A. Tax Letter- WCCMH

Tax Letter- WCCMH

Name
Address
Address

Date

Re: Washtenaw County Community Mental Health Donation

Thank you for your generous gift of \$XXX by check # XXX dated XXXXXX to Washtenaw County Community Mental Health. We truly appreciate your support.

We acknowledge that no goods or services were furnished to you in exchange for this donation.

Donations made exclusively for public purposes are tax deductible pursuant Internal Revenue Code Sct.170(c)(1).

Sincerely,

Name
Title