

Procedures for Acceptance & Reporting of Gifts & Donations to District Schools/Facilities

(In Conformity with Policy KH)

- 1) All Donations received by various buildings, (both cash & in-kind gifts of furniture, equipment, clothing, etc.) must be formally acknowledged by the Special Administrative Board upon receipt, in conformity with Board policy KH.
- 2) If an in-kind non-cash gift is received by a school site, an accurate value for the gift must be calculated and reported to the SAB accordingly (i.e., 200 pair of shoes at a cost of \$4,000, etc.).
- 3) All such gifts/donations will be reported to the SAB through the Finance & Business Services Division. Please inform the Finance group of such donations immediately so that this information can be forwarded to the Board for formal acknowledgement.
- 4) In the communication to the Finance & Business Services Division, please ensure that you include information noting the date of the gift, the specific donor, the school building or department receiving the gift, the amount or value of the gift, and the designated purpose of the gift by the donor, if any. Please feel free to use the accompanying Donations form to report this information. This form is available on the District web-site under the Finance Dept., documents tab.
- 5) Please send this information to the Finance & Business Services Division, to the attention of Carlton Brooks, Controller via mail or e-mail with the applicable attachments (cbrooks@rgsd.k12.mo.us).
- 6) This information will be reported to the SAB for acknowledgement during the open session Board meeting format.
- 7) The SAB and Administrative will work with the Communications Director to craft and submit a formal letter of thanks and acknowledgement to the respective donors.