



POLICY

Donations to Pathways

In order for Pathways of Healing to fully account for all donations, the following shall be the board policy:

- All donation receipts shall be a public record. As a 501(c)(3) tax-exempt organization Pathways must be fully transparent with all of its finances.
- Only the President, Vice-President, or Treasurer shall process donations and record donations in the organization's records. Any shall sign the Donation Receipt.
- All donations shall be recorded on a **Donation Receipt** (see page 2). This includes monetary donations (e.g. cash, personal checks, cashier checks, money orders, PayPal) and non-monetary donations (e.g. goods, services). This applies even if a donor does not want a Donation Receipt.
- Each Donation Receipt shall include the full donor name, address, organization name, email (if these are known). Donation date, type, amount (if applicable), and donation description shall be included. If a donation is non-monetary (e.g. goods or services) then amount shall be left blank.
- Organization shall provide all donors with a Donation Receipt. A copy of receipt shall be stored in organization's records. If a donor does not want a receipt, or there is no donor (e.g. fundraising event) then a receipt need not be provided to the donor. If a donation is made electronically (e.g. PayPal) then a scan of the Donation Receipt shall be emailed to the donor.
- If a donor wishes to remain anonymous, then receipt should just list "Anonymous" as the donor's name. Any additional donation materials (e.g. check) should have the anonymous donor's personal information and donor's bank account information blacked out.
- Each Donation Receipt shall contain a unique Receipt Number so all receipts shall be accounted for.
- Cash donations received at a fundraising event shall also be recorded. The Donor shall be the name of the fundraising event and its location.
- All donation checks (e.g. personal checks, cashier checks, money orders) shall be copied for the organization's records. Bank account information shall be blackened out.
- All donations shall also be recorded in a **Donation Receipt Log** (see page 3). This contains a concise summary of each donation and allows Pathways to easily find a specific donation if needed.
- At the end of each year, a **Donation Receipt Year Summary** record shall be completed (see page 4). This provides a summary description of a year's donations and should be useful for Pathways Federal/State filings, grant applications, and Pathways end-of-year accomplishments. This summary shall also appear on the Pathways web site.

This policy was approved by the Pathways of Healing board at the following meeting

APRIL 3, 2014



Pathways of Healing

PO Box 1555 • Peña Blanca • New Mexico • 87041

www.PathwaysOfHealingNM.org

Donation Receipt

Receipt Date

TO

Thank you so much for your recent generous donation to Pathways of Healing.

Every donation we receive is very much appreciated and will be put to good use to further Pathways of Healing's efforts to provide support, and healing to "those who have been left behind", including abused and abandoned animals and disadvantaged children.

This letter constitutes your receipt for your donation;

Donation Date:	_____
Donation Type:	Cash [___] Check [___] (# _____) PayPal [___] Other [___] Goods or Services [___]
Donation Amount:	\$ _____
Donation Description:	

Pathways of Healing is a fully independent non-profit 501(c)(3) organization. Your donation is tax deductible (our Federal ID is 26-2785547).

On behalf of our organization and the animals and children we support, we thank you for your donation and your interest in our organization. If you are unaware of our web site, you may wish to visit this site to learn more about Pathways of Healing's mission and current activities;

www.PathwaysOfHealingNM.org

Sincerely,

Susan Kinzie
President

Revision March 21, 2014

RECEIPT NO. (yyyy-n)



Donation Receipt Log

YEAR

Receipt #	Receipt Date	Person/Organization	Type	Amount
			<input type="checkbox"/> Money	
			<input type="checkbox"/> Goods/Services	
			<input type="checkbox"/> Money	
			<input type="checkbox"/> Goods/Services	
			<input type="checkbox"/> Money	
			<input type="checkbox"/> Goods/Services	
			<input type="checkbox"/> Money	
			<input type="checkbox"/> Goods/Services	
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			<input type="checkbox"/> Money	
			<input type="checkbox"/> Goods/Services	
			<input type="checkbox"/> Money	
			<input type="checkbox"/> Goods/Services	



DONATION RECEIPTS • YEAR SUMMARY
YEAR

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FIRST DONATION DATE

LAST DONATION DATE

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FIRST DONATION RECEIPT NO.

LAST DONATION RECEIPT NO.

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MONETARY DONATION RECEIPTS

TOTAL NO. MONETARY DONATIONS	AMOUNT \$
NO. CASH DONATIONS	AMOUNT \$
NO. CHECK DONATIONS *	AMOUNT \$
NO. PAYPAL DONATIONS	AMOUNT \$
NO. OTHER DONATIONS	AMOUNT \$
	TOTAL AMOUNT \$

NON-MONETARY DONATION RECEIPTS

TOTAL NO. NON-MONETARY DONATIONS
NO. GOODS DONATIONS
NO. SERVICE DONATIONS

COMMENT

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* CHECK means PERSONAL CHECK, CASHIERS CHECK, or MONEY ORDER