

Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Finance
Policy/Procedure

Fund Development

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: (O) May 22, 2013

DISTRIBUTION:

Policy:

Fund development on behalf of Atikokan Literacy Incorporated will:

- be transparent;
- accurately describe the charity's activities and the intended use of the donation;
- respect the dignity and privacy of those who benefit from the charity's activities.

Procedure:

Fundraising

The Board of Directors must review and approve all fundraising ventures in order to ensure appropriateness of activities including frequency in the same community. This monitoring will prevent duplication and competition between programs.

1. For any fundraising activity the Executive Director must be notified of the activity, date, location, rational and proposed expenditure of generated income at least one month before the planned activity.
2. The Executive Director will notify the Board of Directors of the proposed activity and obtain their approval. Any fundraising activities that involve gambling and/or the sale of alcohol will not be approved by the board.
3. Funds generated from a fundraising activity must be turned into the accounting department with a summary sheet.

Solicitation and Discounts

The Executive Director must approve all Atikokan Literacy Incorporated-sponsored solicitations and discounts to ensure consistency in approach and avoid duplication of requests or competition between programs.

When letters are written for donations of any kind, the Executive Director shall sign the letter.

Any contests/draws/rebates available through Atikokan Literacy Incorporated purchases must be signed in the Atikokan Literacy Incorporated's name.

A thank you letter will be written to the donor with the Executive Director as the signee.

Donations and Bequests

1. Any donations from Atikokan Literacy Incorporated to another party must have prior approval of the Executive Director.
2. Atikokan Literacy Incorporated will accept donations within the following conditions:

- a) that the donation be freely given
 - b) that the donation places no obligation upon Atikokan Literacy Incorporated, and
 - c) that the donor does not expect any present and/or future material benefits in return for the donation
3. Any donation offered to Atikokan Literacy Incorporated must be reported to the Executive Director.
4. At the discretion of the Executive Director, the item will be placed on the agenda of the next board meeting, along with a recommendation to accept or reject the donation and the reasons behind the recommendation. The Board of Directors will consider the matter and decide whether or not to accept the donation.
5. An official receipt will be completed with the following information for all monetary donations:
 - a) Date of donation
 - b) Date of receipt
 - c) Name and address of the donor
 - d) Name of person issuing receipt
 - e) Donor organization and charitable number
 - f) Amount of donation
 - g) Receipt number
6. Copies of the receipt will be distributed as follows:
 - a) Copy to the donor
 - b) Two copies retained in Atikokan Literacy Incorporated's files (one for inclusion with taxes and one to be kept permanently in files)
7. Any donated money will be deposited into the Atikokan Literacy Incorporated's account.
8. Atikokan Literacy Incorporated is a non-profit agency registered under the Charitable Organizations Act of Ontario and, as such, it has a Charitable Donations number. Any donations made to Atikokan Literacy Incorporated must be managed so as to:
 - a) Provide resources required to conduct the business of Atikokan Literacy Incorporated so as to facilitate and meet the goals and objectives of the agency as stated in the mission statement,
 - b) Ensure their suitability and ensure that opportunities are not lost due to the acceptance of a donation,
 - c) Ensure that Atikokan Literacy Incorporated is not placed in a conflict of interest position and to further ensure that the ethical principles of Atikokan Literacy Incorporated are not compromised, and
 - d) Ensure and maintain the impartiality and universality of Atikokan Literacy Incorporated's service