

**YOUTH DEVELOPMENT, INC.  
CURRENT FUND RAISING POLICIES as of Feb 14, 2019**

**As found in the YDI Uniform Guidance Policies and Procedures Manual**

**G. Fundraiser Activities:** In order to provide sound accounting procedures for the collection and distribution of the individual Head Start Center accounts, YDI has designed the following procedures:

- (1) All funds must be collected and counted by at least two people. It is preferable if the parent committee treasurer and one staff member count the funds together and sign a statement verifying the amount.
  - (2) All funds raised must be turned into the YDI accounting office. The funds must be in the form of a cashier's check or a money order. The Receptionist will record the revenue and issue a receipt to the individual making the deposit. Deposits are to be made on a daily basis or as required by the Accounting Department.
  - (3) Funds will be credited to the appropriate center and a monthly report will be distributed to the policy council.
  - (4) Parents must not accept personal checks. Fundraisers shall be on a cash basis only.  
50
  - (5) Business donations made by a check will not be posted and/or withdrawn from the parent funds until the (10) days needed to clear the amount donated.
  - (6) Policy Council and the YDI administration recommends that parent committee expend funds for such items that improve the conditions of their centers. Since funds are raised under the Head Start banner, funds should be used to purchase classroom equipment, supplies, new outdoor play structures, landscaping, televisions, camcorders (for center use), field trips, undergarments, parent resource center supplies, books, and take home activity kits for families. The funds can also be used to pay for a guest speaker at the center on topics that interest the parents.
  - (7) All monies being reimbursed into any YDI account must be in the form of a cashier's check or money order.
- All fundraiser activities for YDI non-Head start sites must go through the YDI Foundation.

**PROPOSED POLICIES AND PROCEDURES**

**G. Fundraiser Activities:** In order to provide sound accounting procedures for the collection and distribution of the individual Head Start Center accounts, YDI has designed the following procedures:

- (1) All funds must be collected and counted by at least two people. It is preferable if the parent committee treasurer and one staff member count the funds together and sign a statement verifying the amount.

(2) All funds raised must be turned into the YDI accounting office. The funds must be in the form of a cashier's check or a money order. The Receptionist will record the revenue and issue a receipt to the individual making the deposit. Deposits are to be made on a daily basis or as required by the Accounting Department.

(3) Funds will be credited to the appropriate center and a monthly report will be distributed to the policy council.

(4) Parents must not accept personal checks. ~~Fundraisers shall be on a cash basis only.~~ **Select YDI HS sites have credit card readers and check readers to accept payments for services and fundraisers, in order for parents and donors to remit payments via credit/debit cards and/or checks. These amounts will automatically be posted to the designated YDI account with Bank of the West. The designated Budget Analyst will have access to online account activity for reconciliation purposes.**

(5) Business donations made by a check will not be posted and/or withdrawn from the parent funds until the (10) days needed to clear the amount donated.

(6) Policy Council and the YDI administration recommends that parent committee expend funds for such items that improve the conditions of their centers. Since funds are raised under the Head Start banner, funds should be used to purchase classroom equipment, supplies, new outdoor play structures, landscaping, televisions, camcorders (for center use), field trips, undergarments, parent resource center supplies, books, and take home activity kits for families. The funds can also be used to pay for a guest speaker at the center on topics that interest the parents.

(7) All monies being reimbursed into any YDI account must be in the form of a **an employee's personal check**, cashier's check or money order.

**(8) It is the intent of YDI to enable donations and giving from individuals and community members throughout the State of New Mexico and from parties beyond the State. To that end, YDI has begun accepting donations, primarily via personal or corporate checks, but also via the use of credit/debit cards.**

**In accepting donations by the use of credit/debit cards, and to ensure those transactions are processed to the fullest standards required by law, and adhering to the standards required by our card processors and the donors' financial card issuer, YDI will strive to maintain our donors' confidence in using their donated resources to the mutually desired effect. Regardless of how the donors expect**

***their funds to be used, it is YDI's intent to honor their commitment for spending purposes when that purpose is specified with the donation.***

***For any and all credit/debit card donation transactions, YDI will acknowledge the receipt of and dedicated purpose (when known) of the donated funds. Should a donor request a refund or submit an affidavit of fraudulent use of their specified card, upon receipt of request for refund within seven (7) business days of initial transaction via a specified credit/debit card, YDI will reverse the charge(s) in full through the credit card processor as a credit to the donor's credit/debit card. YDI will reserve the right to not process future card transactions for donations from specific donors should the number of refunds to that donor become too prevalent.***

***YDI has implemented a process whereby the donation is recorded and maintained both in an Excel workbook accessible to Finance staff, accounting for and reconciling donation activities, and a cloud-based software with the Senior Executive Staff Assistant responsible for recording and maintaining the organization's donor file for fundraising purposes. The Donor form contains information about the donor and their donation; use of the information is restricted to fundraising activities through the Chief Executive Officer's office.***

***The Donor Form is completed within three (3) days of when a donation is received, however it is received, and given to the assigned YDI Finance staff person to record the donation and deposit the proceeds. After deposit has been processed, a copy of the form is given to the Senior Executive Staff Assistant to enter information into the donor database and to generate the donation receipt letters for the CEO's signature. Letters are to be issued within seven (7) business days of the donation deposit, presuming no refund is requested by the donor.***