

Donation Financial Policy

New Summit Charter Academy Policies and Procedures

Policy Name	<i>Donation Financial Policy</i>
Policy Number	<i>DDA-NSCA</i>
Original Date	<i>October 15, 2018</i>
Last Reviewed	<i>July 1, 2021</i>
Category	<i>Business</i>
Author	<i>NSCA Board of Directors</i>
Approval	<i>NSCA Board of Directors</i>



POLICY REVISION HISTORY

Date	Revision Details	Revised By
October 15, 2018	Creation of policy	Board of Directors
July 1, 2021	Revised policy formatting to reflect the new school letterhead	Board Secretary

All donations to NSCA should be made through the Business Manager. Checks should be made out to NSCA or New Summit Charter Academy. Checks will be collected by the Finance Department and prepared for deposit. Cash donations will be deposited by the NSCA Business Manager. Receipts will be provided to donors, one for tax purposes, as well as documentation of donation.

Teachers and other staff members should not, insofar as possible, accept cash or check donations directly from donors.

NSCA encourages donors to give to the general fund so that administration can make spending decisions based on strategic concerns of the school.

Non-cash donations can be receipted directly by any member of the Administration Office.

All expenditures from the general fund, including donations designated for specific projects, must be approved in advance.

