



**take a hike**  
YOUTH AT RISK FOUNDATION®

## **F1-3 DONATION PROCESSING AND RECORD KEEPING**

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The CEO or his/her designate is responsible for ensuring that donations are deposited and donors thanked within fourteen business days of receiving the gift. The Foundation will record contact information of donors as well as amount of gift, date of gift and gift designation if applicable.

### **DONATION PROCESSING PROCEDURE**

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- (a) Photocopy cheques;
- (b) Deposit cheques;
- (c) Update database;
- (d) Email name of donor, size of gift and mailing address to Treasurer for tax receipt and reconciling with bank deposits;
- (e) Send thank you letter; and
- (f) Tax receipts will be sent to donors within two months of the date the gift was made or together with a thank you letter prior to that date. Whenever possible, the thank you letters and tax receipts should be sent together to save on postage and time.