

Hawaiian Paradise Park Owner's Association

Procedure for Receiving and Disbursing Donations

- 1) Donations must be received in the office, or at events authorized by the BOD, in order to be properly receipted. Donor is provided with the original receipt, a copy is retained with the check, for administrative purposes.
- 2) Office staff processes monies received in accordance with normal HPPOA procedures, and GAAP.
- 3) Donations shall be entered into QB, or succeeding accounting software, into the correct NON-ROADS INCOME sub-accounts, and reported to the BOD on the financial statements for the month they are received. The BOD will notify the chairperson of any committee receiving a donation during the period of the amount of each donation, and the total amount available to that committee in donations. This notification may occur at a BOD meeting, or via e-mail communication.
- 4) All donations received in cash or check must be deposited in the NON-ROADS checking account within five (5) business days. No credit card donations will be accepted.

Procedure for Disbursement of Received Donations

- 1) A committee may request disbursement of donated funds, both from those specific to that committee, as well as from General, Non-Restricted Donations.
- 2) Committees shall determine need through a vote at a committee meeting, where the proposal receives a simple majority of the vote, provided a quorum is present.
- 3) Requests for disbursement shall be submitted to the office, with a signed statement from the committee chairperson indicating the number of votes for and against the proposal, the amount requested, and the approved supplier of the service or item.

- 4) Office staff shall process the request for disbursement in accordance with HPPOA policies and procedures.