

Hawaiian Paradise Park Owners Association

Policy Number 4.2 - Receiving and Disbursing Donations

Relevant Statutes, Ordinances or Association Governing Documents: Not Applicable

Purpose: To insure a standardized process for Receiving and Disbursing Donations.

Details:

- 1) Donations must be received in the office, or at events authorized by the BOD, in order to be properly received. Donor is provided with the original receipt, a copy is retained with the payment, for administrative purposes.
- 2) Office staff processes monies received in accordance with normal HPPOA procedures.
- 3) Donations shall be entered into 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.

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.

Review

This policy shall be reviewed Annually by the Treasurer and Policies and Procedures committee for any improvements or updates.

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Adopted Date: 12/17/25

Amended Date:

Review Date:

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