

DONATIONS RECORD KEEPING –OFFICE PROCESS
Nova Scotia

To ensure a segregation of processing for the receipt and processing of Donations is maintained, the following process is implemented.

A Donations spreadsheet is maintained, with the CSR & Office Manager updating as needed. It is held on One Drive for Provincial Commissioner and Accounting Administrator to view only.

Customer Service Representative (CSR)

- Receives Donations.
 - Enters the information into the Donations Spreadsheet.
 - Prepares Charitable Tax Receipt for Accounting Administrator
 - Prepares Acknowledgement Card.
 - Forwards payment, Tax Receipt and Donation Card to Accounting Administrator.
 - Revises spreadsheet as needed.
- Mails the Tax Receipt and Donation Card once approved.
- End of year – provide hard copy of spreadsheet to Accounting Administrator.

Accounting Administrator

- Verifies information on Tax Receipt and Donation Card
- Returns Tax Receipt and Donation Card to CSR for mailing if acceptable or advises of revisions.
- Deposits cheque.
- Files copies of Tax Receipt.
- End of year:
 - Verifies donations to Donations Spreadsheet
 - Investigates any discrepancies
 - Files copy in Audit Book.