

I.a. – Receipt of payments, bank deposits, thank-you notes.

1. The Operations Manager (or in his/her absence the Assistant Manager) shall open, endorse, and log-in all receipts (including checks, and cash). The log-in process will include:
 - a. Collecting, counting, and tracking cash and checks from on-site donation boxes and/or mail.
 - b. Assigning a unique log-in number (comprised of the month, day, and unique sequence number of the donation) to each check and to each day's total for each donation box.
 - c. Writing the log-in number on the check and recording this number along with the donor name, amount, and reason for the check in the register log book. For each donation box cash total, record the unique log number, the total amount, and name of the box from which it was collected.
2. Any changes made to logbook entries will be initialed and dated by the person making the change.
3. All checks will immediately be endorsed "deposit only" using our bank endorsement stamp. The donations themselves will then be placed in a locking file cabinet in the Operations office.
4. The Executive Director or his/her designee shall prepare the bank deposit, entering all relevant information into the accounting and donor management programs, placing the log number in the memo field, and checking the physical donations against the logbook and initialing each entry in the logbook. The Executive Director prepares two copies of the Quickbooks deposit slip – one that will accompany the deposit and one that will be stamped as received by the bank and retained as a receipt.
5. The Executive Director, the Treasurer, or their designee shall then take the prepared deposit to the bank no less than weekly, double checking the items listed on the deposit slip with the actual donations.
6. Once a month, the bank statements shall be reconciled with the accounting system. This shall be done by the Executive Director or his/her designee. The Treasurer will audit reconciled bank statements as part of the Treasurer's periodic review.
7. Receipts in the form of thank-you notes will be written for all donations of \$25 or more made with a mailing address provided. Receipts for contributions made for less than \$25 will be written upon request.
8. The Executive Director will ensure that thank you notes are written promptly, with the goal of writing all notes within 10 days of donation receipt.
9. Methow Recycles will acknowledge the receipt of gifts in writing and in a manner which satisfies the IRS's substantiation requirements set forth in IRC Section 170(f) for the deduction of charitable gifts by individual donors.