

**SE UPLIFT'S FISCAL SPONSORSHIP PROGRAM
FOR NEIGHBORHOOD ASSOCIATIONS
- DONATION PROCESS -**

FINANCIAL DONATIONS:

All financial donations must be deposited into your neighborhood association's fiscal sponsorship account at SE Uplift in order to be considered tax deductible.

Both cash and check donations can be accepted. Checks must be made payable to SE Uplift with a note indicating the neighborhood and event/ activity to direct funds towards. Donations can either be sent directly to SE Uplift or collected by your project coordinator and then submitted to SE Uplift. Incoming funds that do not identify a specific activity will be deposited into your association's general account.

At the end of each quarter, SE Uplift will mail project coordinators a financial report for each approved NA project. The report will detail incoming and outgoing fund activities for that quarter as well as the balance on the last day of that quarter.

IN-KIND DONATIONS:

In order for in-kind donations (tangible goods) to be considered tax deductible through fiscal sponsorship, they must be tracked and reported to SE Uplift on a quarterly basis. We have created a sample spreadsheet for you to use for this purpose.

Gift cards are handled similar to in-kind donations that you must track, however you will also be required to submit all receipts for purchases made with the donated card.

ACCESSING PROJECT FUNDS:

Contributions and grant money donated for your sponsored project(s) stay in a restricted account until you need it for project related expenses. Neighborhood associations must request reimbursement or submit invoices in order to access funds for pre-approved activities and expenses.

The project coordinator must authorize all financial requests with a signed reimbursement / check request form, which describes the expense. All requests must be accompanied by an invoice or receipt. Invoices for direct payment to a vendor must be provided on the official business / organizational letterhead; receipts must be on register tape from a vendor or be on official letterhead. Copies will be accepted.

DONATION ACKNOWLEDGEMENT:

Neighborhood Associations are encouraged to provide acknowledgement that is personalized to each donation and project. As an alternative, SE Uplift can send out donation acknowledgement letters for small scale projects. If you would like SE Uplift to send out letters on your behalf or anticipate a large volume of individual donations, please talk to us about the best way to handle the acknowledgement process.

Once a quarter, SE Uplift will send you a financial report as well as a letter listing all donations by name and amount. Additional information such as donor addresses will be made available upon request.

FAQ:

Q: Why do financial donations have to be deposited at SE Uplift?

In accordance with the IRS, when SE Uplift serves as your fiscal sponsor, we become legally responsible for ensuring that all funds received for your projects are used appropriately and for the intended purposes.

Q: What types of donations can you process?

SE Uplift can accept cash and check donations for your project, as well as financial contributions through our PayPal account.

Q: Can we use funds donated for one project on a different or alternative project?

No. Legally, SE Uplift is required to ensure that donations made on a project's behalf are used towards those intended activities. If a project cannot fulfill its plans, funds will either need to be returned to donors or used on a similar project that fulfills the same purpose. Alternatively, you could get permission from each donor to reallocate the funds for another project.

Q: How do I pay for expenses?

Project expenses will either need to be paid out of pocket by project volunteers and then reimbursed by SE Uplift; or the project coordinator can work with a vendor to produce and submit an invoice to SE Uplift so that funds can be paid directly to the vendor. In either instance, the project coordinator must submit a reimbursement/check request form along with the accompanying receipt(s) or invoice.

Q: How long will it take to access project funds from SE Uplift?

SE Uplift will process reimbursement/check requests once a week. After the request is received, checks will be sent out within 7 days of receipt.

Q: How should I send updated information in for our projects, like the date of an event or project coordinator information?

Once your NA identifies event dates and new project specific coordinators you should contact SE Uplift's Fiscal Sponsorship Manager, Anne Dufay, at anne@southeastuplift.org or 503-232-0010 x 311. For new project specific coordinators, you will be required to review and sign an agreement as well.

Q: What types of donations does the IRS consider tax deductible?

The following answer is offered only as general information with respect to some of the most common issues and is not comprehensive.

Type of Transaction:	Deductibility
Donation of Money	Fully Deductible: When a donor gives money to a charity and receives nothing in exchange for the gift, that donation is fully tax deductible to the extent permitted by the law.
Donation of Tangible Goods	Fully Deductible: When a donor gives tangible goods, the donation is tax deductible based on the donor's estimate of the item's value.
Purchase of Benefit Tickets, Auction Items, etc.	Partially Deductible: When a donor gets something in exchange for their contribution, they are only entitled to a tax deduction for the amount contributed in excess of what the donor received in exchange.
Donation of Services	Never Deductible: When a donor gives pro-bono services, the donation is not considered tax deductible according to the IRS.