



Charitable Cash/Check Handling For the Foundation

Allow us to pass on thanks and appreciation for your efforts in raising funds for The Foundation; many children will benefit due to your efforts.

Please review the guidelines that will assist with the management of donations that have been raised through your fundraising efforts. (This is in accordance with generally accepted practices of charitable fundraising and cash handling).

Once the funds for the event have been received, the cash/checks will to be counted using the following procedure. The procedure will be utilized for organized events, as it will establish protection against accusation of any person responsible for handling charitable contributions.

- 1) **Two people should be present** when cash/checks are counted; one should be designated as the "Cash Handler" the other as the "Witness."
- 2) **The "Cash Handler" should count** the cash/checks while the "Witness" watches.
- 3) **Once the cash/checks have been counted the "Witness"** will complete the Income Cover Sheet with the amounts raised and then **both** need to sign in the appropriate places.
- 5) The "Cash Handler" has several options for managing **cash donations** once the monies have been counted. They can deposit the cash in their personal account and write a personal check to the foundation, obtain a money order, or **most preferable - get a cashier's check from a bank**. Any fee associated with the cashier's check or money order should be deducted from the total monies collected. Please try to avoid sending cash in the mail.
- 6) Checks should be made payable to: **Bright Horizons Foundation for Children**
- 7) The "Cash Handler" will to send the Income Cover Sheet (along with the checks to the Foundation). This is for identification purposes.
- 8) Please plan to send the checks within 3 days of the event **with the attached form**.
To: Jenny Malone, Business Manager
Bright Horizons Foundation for Children
105 Westwood Place, Suite 125
Brentwood, TN 37027

NOTE: Funds raised for the Foundation should NEVER be deposited in a center/schools bank account.

If you have any further questions relating to this procedure
Contact Jenny Malone, 541-647-2958

**For any other question on the Foundation please contact
Becky Bowman. 615.238-6048**