

**Forest County Office on Aging
Policies and Procedures
Nutrition Program**

Policy Title	Congregate Site Donation and Deposit Policy		Approved
Policy #		Effective:	06/14/2016
Training Required:	yes	Revised:	
Date of Review:	03/24/2017	Next Review Date:	

PURPOSE:

To define the process to be followed by the Forest County Nutrition Program staff and volunteers for counting and depositing all donation money collected through the Forest County Nutrition Program.

POLICY:

The intent of the policy is to establish appropriate procedures to safeguard and account for all voluntarily contributions privately made by participants at each congregate meal site.

PROCEDURE:

1. Two persons shall be responsible for counting the donation money at all times.
 - a. Two volunteers, nutrition staff person, and/or participant will count and record the donation money each that the congregate meals are served. The amount will be recorded on the Daily Summary Sheet with their initials and the site manager will verify the amount and sign the Daily Summary Sheet as well.
 - b. Both persons are required to count donations from the congregate sites together.
 - c. All participant contributions shall be recorded immediately after the meal service and recorded on the Daily Summary Sheet. The record shall agree with the bank deposit record.
 - d. Money will be placed in a money bag and the site manager will be responsible to deposit the contributions to the designated bank on the same day the congregate site is open. (Alvin meal site will be responsible to deposit the contributions the day after to the designated bank the congregate site is open due to the site being open in the evening).
 - e. Each Meal Site Manager will be responsible to turn in Daily Summary Sheets along with deposit slips from the designated banks to the Aging Director at least once a week in person or by mail.
 - f. The Director of Aging will be responsible for keeping copies all meal site Daily Summary Sheets and Bank deposit slips in a file for no less than three (3) years.
 - g. Records of deposit shall be obtained from the designated bank. Bank statements shall be reconciled to receipts and deposit records by the Commission on Aging Fiscal Manager.
2. The donation boxes at each center shall remain locked at all times.
 - a. The Site Manager and Director of Aging will have the only copies of the keys for the locked boxes.
 - b. No change or petty cash will be allowed at the meal sites through the Nutrition Program.

- c. If a participant doesn't have the correct amount of change for the suggested donation of \$3.00, they are still able to eat at the meal site. One of the following options will be offered to the participant:
 - If a participant asks for "change" give them back the amount they provide to you and then let them take the money to the donation box and deposit whatever amount they wish. i.e. if they give the site manager a \$20, the site manager should give them back \$20 dollars in various bills, preferably denominations of ones and fives. The site manager should NOT take out the suggested donation amount and give them back the difference.
 - Remind the participant that they can donate for more than (1) day at a time, i.e. if they have a \$10 that could cover multiple days OR
 - Remind staff that donations are voluntary and confidential and no eligible participant will be denied a meal based on inability to donate.

3. Home Delivered Meal (HDM) Cash Donations
 - a. Each month HDM participants will receive a suggested donation letter from the Nutrition Program in the mail or hand delivered by the HDM driver for the meals that they received. If the participant chooses to make a donation they can mail or drop off their donation to Commission on Aging Office.
 - b. IF a situation arises and a cash donation is given to home delivered meal driver, they shall give the money to the site manager at the end of the meal route and separate bank deposit of the donation will be made at the same time the daily congregate bank deposit is made.