**VIRGINIA VETERANS SERVICES FOUNDATION (VSF)**

**VIRGINIA DEPARTMENT OF VETERANS SERVICES (DVS)**

**DRAFT**

**Veterans Services Fund – Acceptance of Financial Donations**

**Appendix E**

**PROCEDURES FOR HANDLING DONATIONS RECEIVED AT THE OFFICE OF THE DVS COMMISSIONER**

1. The purpose of this procedure is to ensure proper action is taken on issues involving VSF and donations thereto, as agreed between the DVS Commissioner and his staff.
2. The address to which donations (whether check, money order, cash, or other negotiable instrument, hereafter, referred to as checks) to VSF should be sent is the VSF office; however, donations may be received by the DVS Commissioner’s office in Richmond.
3. The person initially receiving mail shall date stamp each piece before distributing it to the recipients as follows:
4. Mail received by the Commissioner’s office addressed to VSF or the VSF Executive Director shall be delivered to the Commissioner’s Executive Assistant (EA) or the HQ’s Receptionist who has the authority to receive and open such mail.
5. Mail received by the Commissioner’s office addressed for Benefits and other DVS service lines shall be delivered to the responsible agents designated to open mail. Such mail shall be opened expeditiously and donation checks with supporting documents including the envelope immediately shall be copied and sent electronically to the VSF Executive Director, VSF Executive Assistant and the appropriate Finance staff.
6. Receipt of c**ash donations is covered in VSF-DVS Joint Policy J11, section J11.11. Should cash be accepted, it shall not be scanned for any reason.**
7. Checks or money orders shall be stamped with the deposit stamp bearing the date of receipt, placed in an envelope with the individuals’ name and date on it and given to the Senior Financial Analyst or his designee for deposit preparation. If no Finance staff is in the office, the EA or HQ Receptionist shall place the funds in the Finance lock box.
8. The deposit is given to a Finance staff employee to prepare a deposit slip and a designated Finance staff employee takes the deposit to the bank.
9. The Commissioner and HQ Receptionist have de facto authority to open mail and receive checks in the absence of the EA.
10. The Executive Director of VSF also is authorized to receive and open mail addressed to VSF as is the VSF Executive Assistant.
11. All checks received at the Commissioner’s office shall be deposit stamped by the authorized recipient. Where possible, **any checks received should be transmitted on the same day as received, but no later than the next business day**. Deposit stamps shall be held by the EA and the VSF Executive Assistant.
12. Any financial donations received by other parties in the Commissioner’s office or supported by it (e.g., VSF Trustees) shall be immediately given to the appropriate Finance staff employee or the EA or the HQ Receptionist for preparation for deposit as stated in paragraph 3.c, above.
13. Papers accompanying the donation funds will be sent to VSF Executive Director or the VSF Executive Assistant and those electronically scanned and sent will contain all accompanying papers including the envelope in which they were delivered.
14. Copies of deposit receipts shall be sent to the VSF Executive Director or Executive Assistant. Receipts received by other parties shall immediately forward them to the VSF Executive Director.
15. The DVS CFO shall not directly be involved with Foundation mail or donations because he or she is in a supervisory capacity over administration, funds, and accountability, except in extreme conditions in order to maintain the integrity of the deposit process.
16. Other DVS service lines, such as the Veterans Care Centers and the Cemeteries, shall immediately forward all donations in their original envelopes to DVS Headquarters and they shall be process in accordance with paragraphs 3.b and c, above.