

LOCAL SCHOOL ACCOUNTING HANDBOOK

11. Donations

General Information

STATEMENT OF DONATED FUNDS FORM

STATEMENT OF DONATED FUNDS

for
DEKALB COUNTY PARTNERS IN EDUCATION FOUNDATION, INC.

This form will be used for all donations to the DeKalb County Partners in Education Foundation, Inc.

Source of Donation: _____

Designated use of Donation: _____ #: _____

Amount Donated (Cash/Check): \$ _____

Estimated Value Donated:

A. Equipment \$ _____

B. Goods/Services \$ _____

C. Number of Volunteer Hours _____
(July 1 - June 30)

Date Accepted: _____

Receipt Number: _____ Check Number: _____

Donor specified funds are to be used as follows:

- | | |
|--|--|
| 1 Motivational activities for students | 5 Equipment and/or equipment maintenance |
| 2 Teacher recognition efforts | 6 Office Support |
| 3 Community/citizen projects | 7 Scholarship(s) |
| 4 Instructional Activities | 8 Building and grounds |

9 Appropriate distribution to be made at the discretion of the Executive Director based on the above categories

Any expenditures of a personal nature will be considered illegal unless it is part of a planned program under items 1, 2 or 3.

It is the policy the DeKalb County Partners in Education Foundation, Inc. that all contributions remaining after completion of specified purposes shall become part of the general fund of the Foundation and available for use consistent with the purposes.

SIGNATURE OF DONOR

DATE

SIGNATURE OF PRINCIPAL/ADMINISTRATOR

DATE

Donated funds shall be posted to the ledger using the appropriated account title as listed in the Chart of Accounts section in the Local School Accounting Handbook.

Original and a copy to PIE

copy to Auditing

copy to Donor

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