**A Guide to**

**Managing Finances for NOAH Fundraising Events**

January 2019

This guide is a resource to support those hosting a NOAH fundraising event in managing their finances, including collecting and forwarding donations to NOAH. It also establishes a procedure for basic financial record keeping to be shared with NOAH. We aim to encourage potential event hosts to try fundraising, and to hear new suggestions from experienced hosts.

**Documentation for Tax Deductions**

Donations to NOAH may be tax deductible. Some event hosts ask local businesses to sponsor their event, or to donate materials or raffle/auction items. When soliciting potential donors or sponsors, you may remind them of the tax deduction, and use the template including NOAH’s non-profit status available on NOAH’s website:

[Resources for Bowl-a-thon Fundraisers](https://www.albinism.org/bowl-resources/)

[Resources for Spring Fundraisers](https://www.albinism.org/spring-resources/)

Guidance on issuing receipts for donations follows.

Cash - Event hosts can issue receipts for cash donations. Receipts are available at:

[Resources for Bowl-a-thon](https://drive.google.com/file/d/1o9w3q4fRDcT87R6DW9sVD9d-nfXH6GC6/view?usp=sharing) [Fundraisers](https://www.albinism.org/bowl-resources/)

[Resources for Spring](https://www.albinism.org/spring-resources/) [Fundraisers](https://drive.google.com/file/d/1Q3wlQDfignSK6CsujzBl_PZANhXAa4Ix/view?usp=sharing)

To be valid, receipts must be recorded on **(***Recording Log – Coming Soon***)** so that NOAH can verify the donation. Note that donations are contributions to NOAH for which no value is received in exchange. Buying a raffle ticket for example, is not tax deductible.

Checks - Those who donate by check will receive a receipt letter from NOAH.

In-Kind - In-kind donations are donations of goods, such as printed invitations, food or raffle items. These types of donations can come from a donor but are also frequently from event host themselves. Submit receipts for these goods to [NOAH](https://www.albinism.org/contact-noah/) to receive an in-kind donation receipt for tax purposes.

Electronic - Receipts for electronic donations that go directly to NOAH are automatically generated and sent directly to the donor. Those instances are described below.

**Donations and Purchases**

Event hosts often accept donations to NOAH, as well as payment for purchases of event tickets, raffles tickets, auction items, merchandise such as t-shirts, etc. They may accept multiple forms of donations and payment, such as cash, checks, credit cards, and digital wallet apps.

 Cash - Cash should be secured until counted and recorded as event income on the [income and expense reporting form](https://docs.google.com/forms/d/e/1FAIpQLSccRc4mnW8ZEYnlOgWabriW-6BDTYwoMdmQehi6gFUqZg7syA/viewform). To avoid potential errors, do not intermingle NOAH donations with any other cash. If feasible, two different people should count the cash to verify the correct amount. Proceeds must then be forwarded to [NOAH](https://www.albinism.org/contact-noah/) as a check or money order within 10 days of the fundraiser. Note your fundraiser name on your payment (for example, Jones Family Bowl-a-thon).

 Checks - Request that your donors make their checks payable to NOAH and write in the name of the fundraiser. Donors can mail their checks directly to NOAH, PO Box 959, East Hampstead, NH 03826-0959. If you receive any checks, please record them on the [income and expense reporting form](https://docs.google.com/forms/d/e/1FAIpQLSccRc4mnW8ZEYnlOgWabriW-6BDTYwoMdmQehi6gFUqZg7syA/viewform) and forward them to NOAH within 10 days of the fundraiser.

 Credit Cards - Using NOAH’s Peer to Peer fundraising portal, you can create a page to promote and manage your event, as well as to accept donations by credit card.

[Bowl-a-thon Peer to Peer Fundraising Portal](https://app.donorview.com/1G4Y)

[Spring Peer to Peer Fundraising Portal](https://app.donorview.com/Y80m)

Donations are tax deductible, and the NOAH site will automatically generate a receipt and forward it to the donor. Contact [NOAH](https://www.albinism.org/contact-noah/) if you need a page to accept payments for the purchase of event tickets, etc.

If you are not creating a peer to peer page for your fundraiser, donations via credit card can be made at:

If you are not creating a peer to peer page for your fundraiser, donations via credit card can be made at:

[Bowl-a-thon Donation](https://app.donorview.com/Avp6)

[Spring Fundraiser Donation](https://app.donorview.com/z8Mp)

Donations are tax deductible, and the NOAH site will automatically generate a receipt and forward it to the donor.

To accept credit card payments for purchases during your event, many event hosts have used a mobile credit card reader that works with a smartphone or tablet, such as [Square](https://squareup.com/us/en/l/payments?gclid=CjwKCAiAyfvhBRBsEiwAe2t_i5eV9_htfHczt2Evtqi_fWIBXuCvl0gvHqoFtL0pvh5RTITwWOlM2hoCZcAQAvD_BwE&pcrid=318453134367&pdv=c&pkw=square+credit+card&pmt=e).

These are the suggested methods for event and credit card management, but some event hosts successfully use other platforms because they work better for their individual situation. Feel free to reach out to [NOAH](https://www.albinism.org/contact-noah/) to discuss your needs.

 Mobile Payment Apps - Some donors may prefer to use apps such as Venmo, Zelle, Quick Pay, Apple Pay, Google Pay, PayPal etc. An event host may choose to accept funds from any such apps. Once accepted, those funds should be treated as cash by the event host, following the cash procedures described above in issuing receipts, recording and forwarding payment to NOAH.

 *\*\*\* Please note that there are transaction and processing fees of up to 5% to receive payments from credit cards and mobile apps. In general, we prefer cash or checks for larger donations when possible for this reason. \*\*\**

**Entering into Contracts**

Some venues require a contract. Event hosts can take personal responsibility for such contracts. If event hosts are not willing to take responsibility for contracts with venues, please refer the contract to [NOAH](https://www.albinism.org/contact-noah/) for review.

**Event Expenses**

Event hosts may have expenses such as venue rental, catering, printing, etc. Sometimes event hosts choose to pay for these expenses themselves to maximize the funds raised for NOAH. If you do this and want an in kind donation letter, please save your receipts and document on the [income and expense reporting form](https://docs.google.com/forms/d/e/1FAIpQLSccRc4mnW8ZEYnlOgWabriW-6BDTYwoMdmQehi6gFUqZg7syA/viewform). These expenses may tax deductible; please see above for tax documentation.

Event hosts may choose to be reimbursed for some or all event expenses from the funds raised. Please save your receipts and record these expenses on the [income and expense reporting form](https://docs.google.com/forms/d/e/1FAIpQLSccRc4mnW8ZEYnlOgWabriW-6BDTYwoMdmQehi6gFUqZg7syA/viewform). You may deduct this amount from cash received to reimburse yourself before sending the balance to NOAH per the directions above.

If NOAH has received your raised funds in advance of your event, such as those from ticket sales, it may be possible to apply these funds to required pre-payments. Contact [NOAH](https://www.albinism.org/contact-noah/) to discuss your situation.

**Income and Expense Reporting**

In order to account for fundraising costs and income using best practice, NOAH is requesting some simple financial records from event hosts. Please compile basic income and expense information on the [income and expense reporting form](https://docs.google.com/forms/d/e/1FAIpQLSccRc4mnW8ZEYnlOgWabriW-6BDTYwoMdmQehi6gFUqZg7syA/viewform), and forward checks/money orders, along with any expense receipts to [NOAH](https://www.albinism.org/contact-noah/) within 10 days of your event.

**Thank you**

As always, please share NOAH’s gratitude for any donations or purchases! And thank you for hosting an event.