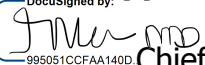







**Chiricahua Community Health Centers, Inc.**

**Procedure**

<b>Policy Section &amp; Name of Policy</b> Finance Accounting / Gifts and Donations		<b>Policy/Procedure Number:</b> FA-09-01
<b>Name of Procedure:</b> Gifts and Donations	<b>Date Issued:</b> September 2024	<b>Date Reviewed:</b>
<b>Final Approval/Date:</b> <small>DocuSigned by:</small>  <small>995051CCFAA140D</small> Chief Executive Officer 9/15/2024	<b>Chief(s) Approval:</b>  Administration/Operations  Clinical  Finance  Quality/Risk/IT  External Affairs/Foundation	<b>Date Revised:</b>
<b>Responsible Leader:</b> Chief External Affairs Officer		
<b>Stakeholders:</b> Chief Executive Officer		

**Staff to whom this pertains:**

External Affairs  
Finance

**Procedure:**

Chiricahua Community Health Centers, Inc. (CCHCI) solicits and accepts gifts and donations that are consistent with its mission. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations.

Donations may be designated by the donor for specific purposes (restricted funds) or undesignated, which has no restrictions.

In the course of its regular fundraising activities, CCHCI will accept donations of money, commodities, equipment, real property, personal property, stock, and in-kind services.






Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for CCHCI. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities, including crypto currency. Non-cash gifts of property or securities are to be immediately monetized upon receipt.

**Restrictions on Gifts**

CCHCI will not accept gifts that (a) would result in CCHCI violating its corporate charter, (b) would result in CCHCI losing its status as an IRS 501(c)(3) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their

## Chiricahua Community Health Centers, Inc.

### Procedure

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<b>Stakeholders:</b> Chief Executive Officer		

value, (d) would result in any unacceptable consequences or affiliations, or (e) are for purposes outside CCHCI’s mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Chief Executive Officer, in consultation with the Chief External Affairs Officer (CXO) and/or Chair of the CCHCI Board of Directors.

### **Restrictions on Donations – Title X**

1. CCHCI may accept donations from patients.
2. Donations are at the discretion of the patient, may be given in any denomination, and are never considered a prerequisite to the provision of services and supplies.
3. Patient donations do not waive the billing/charging requirements.
4. All donations are collected in a manner which respects the confidentiality of a patient.
5. All Family Planning Patient donations are tracked separately and will offset program expenses.
6. All Family Planning Patient donations shall be reported in the Program income line item of the Arizona Family Health Partnership revenue report.

### **Unrestricted Funds**

CCHCI strategically seeks to raise unrestricted funding via the website, private donations, and other fundraising strategies. For the purpose of this procedure, “unrestricted” and “undesignated” are synonymous. “Unrestricted” means that funds arrive without a designation (for example, designated funds would include “Chiricahua Cares Fund” or “Domestic Violence Programming”) whereas “unrestricted funds” are not

**Chiricahua Community Health Centers, Inc.**

***Procedure***

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<b>Final Approval/Date:</b> <small>DocuSigned by:</small>  <small>985051CCFAA140D</small> Chief Executive Officer 9/15/2024	<b>Chief(s) Approval:</b> <small>DS</small> Administration/Operations <small>DS</small> Clinical <small>DS</small> Finance <small>DS</small> Quality/Risk/IT <small>DS</small> External Affairs/Foundation	<b>Date Revised:</b>
<b>Responsible Leader:</b> Chief External Affairs Officer		
<b>Stakeholders:</b> Chief Executive Officer		

prescribed by the donor and may arrive on the website as “where the need is greatest”.

Unrestricted funds are understood to only be: 1) Funds that arrive at CCHCI without a donor designation; 2) Funds that arrive at CCHCI with a donor’s designation as ‘where the need is greatest’; 3) Funds that arrive at CCHCI with an “unrestricted” or “general operating funds” directive.

While funds may arrive at any time, CCHCI shall keep unrestricted funds on a general ledger and generate a report of these funds every month.

**Use of Unrestricted Funds**

Unrestricted funds are used at the discretion of the Chief Executive Officer for the purpose of furthering CCHCI’s Mission. Funds may be allocated at any time.