

Policy No.2010-15    Adopted Date May 12, 2010

**Acquisitions Acknowledgement  
POLICY  
Anderson Island Historical Society  
9306 Otso Point Road  
Anderson Island, Washington 98303**

**Each person "recipient"** receiving general donations on behalf of the AIHS throughout the year collects the required info (name, item, date & estimated value if over \$5000) and give the info to Acquisitions Chair. Such donations may include, but not limited to, items for accession to the museum, food & other commodities for events, silent auction items, plants for the plant sale, and tools for repair and maintenance.

**Acquisitions Chair**

Ensure that all donors receive the required acknowledgement (generic contribution slip or letter showing only item name, date and donor), and before the end of the year, give the list to the Treasurer which would include.

- Simple Description
- Donor Name
- Date of donation
- (Estimated value only if over \$5000)

The inventory software can generate a letter, onto which the Acquisitions Chair can add a personal note (for items with estimated retail value over \$50). Provide the required information to a member of the Inventory Team and allow two weeks turnaround time.

**Event Coordinator or designee**

Give the donors the required acknowledgement (slip or letter), collect the required information (name, item, date) and give the information to the Treasurer at the conclusion of the event.

**Membership**

Give the list of members that pay dues and the amount paid directly to Treasurer.

**(Treasurer)**

Receive the lists from Acquisitions Chair, Event Coordinator, and Membership Chair and creates a master file (Quickbooks, Excel, Word, hand written or just collect the lists.) Make sure the lists contain the minimum info:

- Name of donor
- Item donated (description or "misc")
- Date of donation

(If the Acquisitions Committee believes the donated item could exceed \$5000 value, for our records only, we need to estimate the value also and record the source of our estimate, such Blue Book value, comparable item, etc.).

Give the file to the Federal Income Tax Report Preparer at the end of the year. Sample of generic slip is Attachment 1.

(scanned from the original 4/17/17. Rfb.)

# **Anderson Island Historical Society**

**9306 Otso Point Road**

**Anderson Island, Washington 98303**

**<http://www.andersonislandhs.org>**

Anderson Island Historical Society is a 501 (c)(3) non-profit organization.

The Anderson Island Historical Society is grateful for your donation and acknowledges your gift of

which you have given freely without any obligation, for the benefit of the Society, in performance of its mission to preserve the heritage of Anderson Island, Washington, and surrounding areas. The Society makes no valuation of donated items, which is the sole responsibility of the donor.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_