

Gbcca Donation Acknowledgement Policy

GBCCA generally provides acknowledgement letter to its members for their cash or noncash contributions. If the donation is directly made to GBCCA, either check or property is recorded on the books of GBCCA. A letter will be issued to acknowledge the receipt of such donation.

In certain instances, donation of cash is made by the club members to the associated club and is intended to purchase equipment for the club function purposes. In order to acquire a charitable contribution acknowledgement from GBCCA, the cash donation must be made directly to GBCCA and hence contribution record is maintained. Total support and contribution must be aggregated and included in GBCCA's annual return. Therefore, without such record, GBCCA cannot issue any receipt to the donee. For example, Mr. Lee is willing to donate \$500 to purchase Equipment A for Club X to use. Mr. Lee can make a check of \$500 payable to the order of GBCCA/Club X-Equipment A. Then, Mr. Lee makes a purchase requisition to request of \$500 to purchase Equipment A from the GBCCA Treasurer. GBCCA will issue an acknowledgement letter to Mr. Lee as a receipt of \$500 donation.

Since the above-mentioned equipment is acquired by GBCCA funds, the property ownership is vested in GBCCA. Club members have the right to manage the donated property.

The above rules do not apply to those donation made directly to the club without GBCCA's contribution acknowledgement.

Above all, GBCCA has the exclusive right to issue contribution acknowledgement to the donee member. The club leaders are prohibited to issue any acknowledgement individually.