

# Society for Agriculture Health Environment Literacy Innovations (SAHELI)

## Managing Local donations

### STANDARD OPERATING PROCEDURE (SOP)

#### 1. Purpose

The purpose of this document is to streamline the process of managing local donations raised by SAHELI. It deals with different aspects of managing local donations such as collecting, recording such collections, storing, distributing for various activities of SAHELI, and reporting the details of local donations to the competent body within SAHELI.

#### 2. Scope

This document has the coverage only of in-kind resources mobilised by SAHELI from local individuals, institutions and business establishments.

#### 3. Definitions

- **Local Donation:** Non-cash or in kind donations including services mobilised by SAHELI for benefiting organisational as well as programme activities undertaken by SAHELI.
- **Donor:** Individual persons or formal entities or group(s) of individuals or local institutions contributing in-kind resources to SAHELI.
- **Donation Register:** Structured physical as well as digital classified records of all donations received by SAHELI. This document is of importance in submission of report and returns to the competent authorities and for auditing

#### 4. Roles and Responsibilities

Sl. No.	Designation	Responsibilities
1	Director (Leader)	Overall responsibility
2	Fund Raising Team	Design and lead the process of local donation mobilisation
	Fundraising Manager (FRM)	Presenting the plans and targets in the Project Management Committee ( PMC) for discussion and seeking decisions
3	Programme Management Committee	Prepares monthly plan for mobilising local donation, assigns monthly target to each project; keeps track of the progress
4	Project staff	Mobilisation and collection of local donation as per the assigned target
5	Project Coordinators	Ensure local fund mobilisation as per the decision of the PMC and approval of distribution and reporting from the respective projects
6	Administration Officer	Maintains register of receipt and distribution of donations for various purposes
7	Accounts Officer	Valuation, documentation and reporting
8	Secretary	Reporting status of mobilisation of local donations to the six-monthly meetings of the Governing Body

## **5. Donation Collection Process**

- a. Written or oral appeal for donation specifying the purpose shall be circulated among the expected donors,
- b. Donations may be received at the office of SAHELI, from individuals and/or institutions in project sites, visiting individual business houses outside project area and through community collection drives.
- c. All donations shall be physically verified at the time of receiving and formal receipt or acknowledge slip shall be issued at the time of receiving donations
- d. No donation shall be received from the proceeds of criminal, civil, economic crimes, and prohibited or illegal activities. No nominal donation and donation of unsafe items shall be accepted.
- e. Donor details such as name, address, contact details, purpose for which donation has been made, and date of donation shall be collected. Unless a request for keeping anonymity of the donor has been found reasonable, such request will not be entertained.

## **6. Documentation and Recording**

Every donation shall be documented in appropriately designed Local Donation Register with all information about the donor as mentioned in 5.e above and giving the date and number of receipts or donation acknowledgement slip furnished to the donor as well as assigning a Donation ID/Reference Number for tracking.

## **7. Valuation of Donations**

Each donation shall be valued by the Account Officer not later than one week and based on price in local market or the estimated price given by the donor, if the same is found to be reasonable. Valuation is for reporting purposes only and shall be approved by the Accounts Officer.

## **8. Storage and Inventory Management**

All the received donations shall be labelled, segregated by type or category and stored safely as well as hygienically. SAHELI shall maintain a Stock-cum-Issue Register recording items like opening balance, receipts, issues, and closing balance. Stock verification against this register and the stock shall be held on the last dates of every month. A status report on verification of stock shall be submitted by the Accounts Officer within a week after the said verification.

## **9. Distribution of Donations**

Distribution of donation shall be against a requisition by the Project Co-ordinator with programme requirement and the beneficiary lists. This requisition after scrutiny shall be approved or rejected by the Director. The Projector Coordinator while distributing donation the respective project shall collect the acknowledgement of the beneficiary if the donation is foe individual consumption and from the staff organising an event, if the donation for the use of other activities. The distribution

details of donation shall be recorded in the stock-cum-issue register within a week of the distribution.

#### **10. Reporting and Disclosure**

Monthly summary report on donations including pieces of information total donations with cash value, items distributed with cash value, and balance stock available shall be submitted by the Accounts Officer. The information from this report shall be disclosed in annual reports of SAHELI, reports to be presented to donors and prospective donors, statutory agencies as applicable.

#### **11. Audit and Compliance**

All records pertaining to donation shall be made available for internal and external or stator audits. Any discrepancy observed during audits shall immediately be reported to the management. All documents related to donations shall be maintained for a period minimum of 5 years.

#### **12. Ethical Standards & Transparency**

SAHELI shall not pay any personal benefit from these donations to individual staff members and to individuals who are not belonging to the already approved list of beneficiaries of any one or all projects being implemented by SAHELI. If any item of donations is used for the benefit of an activity, such activity shall be among one or all projects being implemented by SAHELI. There shall not practice ay discrimination based on any factors other than criteria spelt out in programme or activities in the distribution of donations. SAHELI is committed to maintain full transparency in with donors, beneficiaries and community members.

#### **13. Review and Amendment**

This SOP shall be reviewed and subsequently amended by the PMC and the same shall be presented in the next meeting of the Governing Body of SAHELI.

**Dalia Antony**  
**Director, SAHELI**