

PROCEDURE

Series:	Cash Management	COA:
		CFOP:
Policy Name:	Non-Governmental Funds	
Policy Number:	CM190	
Reviewed Date:	8/11/2020	
Revision #/Date:	N/A	
Effective Date:	3/15/2018	
Applicable to:	All BFP, CARES, and Family Allies Staff	

SUBJECT:

PURPOSE: To outline how non-governmental funds will be distributed between BFP, CARES, NCFIE and Family Allies.

References

None

Definitions

None

Guidelines

- A. Whenever non-governmental funds are received by any of the agencies, the donor has the option to specifically designate which agency and a specific activity to support.
- B. Any donation received from a board member or employee of a specific agency will be considered a donation to the agency to which the member or staff person is affiliated, unless specifically designated by the donor.
- C. When agency employees participate in fund raising activities, funds raised will be considered to be donated to the agency whose employees participated. When multiple agencies participate, funds will be distributed by the percentage of employees and board members actively participating in the fund-raising event.
- D. If agency employees participate in a fund-raising activity presented by one of the family of agencies, funds raised by the employees will be designated to the employing agency.
- E. Specific grants that support activities performed by one of the agencies will not be divided between the agencies.



F. Undesignated funds received will be divided in the following manner:

Brevard Family Partnership 50%, Brevard C.A.R.E.S. 25% and Family Allies 25%

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:

A handwritten signature in blue ink that reads "Philip J. Scarpelli".

PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 8/25/2020