



**CommunityCare**  
NORTHUMBERLAND

<b>SECTION:</b>	Financial	<b>POLICY:</b>	Designated Donations
<b>DATE ISSUED:</b>	July 9, 2001	<b>NUMBER:</b>	F – 50
<b>REVIEWED:</b>	Nov/14, Jan/19, Nov/23		
<b>REVISED:</b>	Feb/19	<b>NEXT REVIEW:</b>	<b>Nov. 2026</b>

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### **Policy**

To ensure donor requests can be fulfilled and are within the statutory guidelines for charities, prior to accepting designated donations, CCN will review and determine whether the conditions can be fulfilled.

### **Procedure**

1. Prior to accepting any donation with a designation, The Director of Donor Relations will make recommendations to the CEO, who will review the conditions of the designation and ensure that statutory requirements are met.
2. If approved, the gift will be accepted with the stated designations.
- ~~3.~~ The conditions will be documented and kept for recording purposes within a relevant database.
4. Every attempt will be made to uphold the conditions placed on the donation. If the conditions cannot be met, the donor will be informed as soon as possible. Alternative arrangements may be agreed to, or the unexpended portion of the donation returned.
5. If the donor is deceased or legally incompetent, and CCN is unable to contact a legal designate, the donation will be used in a manner that is as consistent as possible with the donor's original intent.