NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS)

POLICY AND PROCEDURE

SUBJECT: GIFT FUND

NUMBER: NN-FM-10

ORIGINAL DATE: 06/12/91

REVIEW/REVISE DATE: 06/09/95, 11/17/98, 04/01/04, 01/04/07, 2/18/10, 11/15/12

APPROVAL: Cody L. Phinney Agency Director

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I. PURPOSE

To describe the structure of the Gift Fund and how the funds are accessed for use.

II. POLICY

NNAMHS will maximize the benefit of gifts and donations by depositing these funds to the gift fund.

III REFERENCES

A. NRS 232.355

B. NRS 433A.100

IV. DEFINITIONS

Gift Fund-433A.100-The Department of Health and Human Services (DHHS) gift fund is a trust fund created for the deposit of all gifts or grants of money or other property, which the divisions of DHHS are authorized to accept.
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V. PROCEDURE

A. DHHS maintains a gift fund for the deposit of gifts or grants of money or other property donated to the department. The department has established an account within the fund to account for donations to NNAMHS.

B. Gifts may be spent only for the purpose of the agency named in the title of the account.

C. To ensure equitable use of the funds, all disbursements must be approved by the NNAMHS Gift Fund Committee, which approves the bi-annual budget. The bi-annual budget is written based upon requests submitted by any staff member.

D. The Gift Fund Committee is composed of:

1. Nursing Department Representative
2. Outpatient Department Representative
3. Purchasing Department Representative
4. Administrative Services Officer III

E. The committee will elect its own chairperson and recording secretary. Meetings will only be held if considered necessary by any member of the committee otherwise; the chairperson will call or email committee members for an approval on a request to disperse funds.

F. The committee is responsible for ensuring that the balance of the Gift Fund is maintained at an adequate level for continued solvency. As much as possible the committee should ensure interest from the account(s) is utilized for expenditures, and the principal is left intact. In years where the accrual of interest is greater than expenses, the residual accrued interest shall be added to the principal, and the floor of the account shall be raised to the new value of the principal amount. The minimum level shall not drop below $190,000 at any given time.

G. Applications for the use of funds may be initiated by any staff member via a written request to the committee. Staff must have their department manager approve the request prior to the request being submitted to the committee.

H. The committee will either approve or reject the request at their next meeting, or if immediate action is required, the chairperson will poll the members by telephone or email and record their vote on the request form. Staff will be notified of the status of their request via a written memo from the committee chairperson following the committee meeting.

I. To ensure appropriate use of funds, all disbursements must be approved in the following manner.

   1. The ASO III will review the request and approve or deny based on the availability of funds.
   2. The chairperson will review the request and approve or deny based upon the bi-annual budget.
   3. The Director of Outpatient Services will review the request and approve or deny based on the requests compliance with the overall mission of the agency.

J. This process will be documented on the Tweedt Fund Request (see attached).

TWEEDT FUND REQUEST

DEPT. NAME _____

PURPOSE OF FUNDS_____

NUMBER OF CLIENTS TO PARTICIPATE OR BENEFIT_____

DATE OF ACTIVITY_____

DESCRIPTION OF ACTIVITY_____

_____

_____

SUPERVISION PROPOSED_____

SUGGESTED VENDOR_____

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_____

ESTIMATED COST_____

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JUSTIFICATION_____

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REQUESTED BY_____ DATE_____

☐ APPROVED DATE_____ P.O. #_____

☐ DISAPPROVED DATE_____ CHECK #_____

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TWEEDT FUND COMMITTEE CHAIRMAN