



**Workforce Southwest Washington
Policies and Procedures**

**Policy Name: Online Donation System
POLICY #: 1004**

Date of Original Policy: 3/26/2014
Revision Date:

Background:

Workforce Southwest Washington (WSW) decided to receive donations via an online payment system to fund programs outside of current grant related mandates.

Purpose:

To provide policy direction regarding the usage of an online donation system that is consistent with internal control. This policy applies to WSW area comprised of Clark, Cowlitz, and Wahkiakum Counties.

Policy:

Only WSW bank account signers have access to the donor's financial information and the ability to transfer funds into the WSW general bank account. In addition, this designated signer has the ability to edit WSW's online account information.

Specific WSW program staff maintain read-only access to view the donation amounts. Program staff can be provided with donor information as necessary, at the discretion of the designated signer according to donor preferences.

Specific WSW fiscal staff maintain read-only access to the donation amounts for purposes of bank reconciliation.

WSW staff will produce and provide quarterly management reports to the executive and finance committees.

Definitions:

Online Payment System: A system that provides the means to transfer funds electronically from donors to recipients.

Designated Bank Signer: A fully authorized member of the WSW staff or Board that has bank check signing authority.