













































Exhibit A









































- Successor donees to whom property was transferred to from the donee organization are required to provide their name, address and EIN to the organization within 15 days of the later of:
  - The date the organization transferred the property, or
  - The date the successor donee received a copy of Section B Form 8283.
- Financial Services mails completed form to the IRS, a copy of the form is mailed to the donor.

#### **References**

- IRS Publication 526 – Charitable Contributions
- IRS Publication 561 – Determining the Value of Donated Property
- IRS Form 8283 – Noncash Charitable Contributions
- IRS Form 8282 - Donee Information Return (Sale, Exchange, or Other Disposition of Donated Property)
- CASE Reporting Standards & Management Guidelines for Educational Fundraising – 4<sup>th</sup> Edition











Exhibit F - Cash Procedures Satellite Cashiering

Exhibit G - Foundation Sales Tax Accounting Procedures

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CALIFORNIA STATE UNIVERSITY, STANISLAUS FOUNDATION  
Fundraising Event Checklist ✓

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**120 DAYS PRIOR TO EVENT**

- Complete Fundraising Event Approval Form
- Complete Budget to Actual Template (Budget figures only) to submit with Event Approval Form
- Submit Completed Fundraising Event Approval Form and Budget portion of Budget to Actual Event Form to Director of Advancement Operations

**45 DAYS PRIOR TO THE EVENT (AFTER EVENT APPROVAL)**

- Complete and submit special event safety plan to Risk Management
- Obtain approval by the Public Safety/University Police and Risk Management if event includes the sale, service, or consumption of alcoholic beverages
- Tickets to event are pre-numbered and include language referencing Sales tax and Assessment on Funds Policy

**DAILY BASIS OR ONGOING**

- Transmit Income to Advancement Services for processing
- If Raffle is conducted prior to or at the event complete Raffle Ticket Log and follow Raffle Accounting & Reporting Procedures for W-2G

**2 -3 BUSINESS DAYS AFTER THE EVENT**

- Return gifts-in-kind to Director, Donor & Special Events (☒☒ , gift baskets, etc.) for inventory control

**60 DAYS AFTER THE EVENT OR PRIOR TO FISCAL YEAR END, WHICHEVER COMES FIRST**

- Complete final reconciliation of event and submit complete Budget to Actual Event Form to Director of Advancement Operations
- Complete final Ticket Sales and Event Attendance Reconciliation and submit to Director of Advancement Operations
- Complete and Submit Nonprofit Raffle Report CT-NRP-2 to the Auxiliary Accounting Manager