



Retrieval Name: Donated.doc
Issue Date : September 3,1996
Revised Date: August 7, 2003
Originator: Comptroller's Office
Supercedes: _____

Health Care Services Division
Finance Policies and Procedures

Donated Items

CITATION:

PROCEDURE NAME: Donated Items

PURPOSE: To provide procedures to the Chief Fiscal Officer for collecting information for reporting purposes related to Donated Items; and to the General Ledger Accountant and Hospital staff for determining the End-of-Month and End-of-Fiscal Year balances related to Donated Items.

RESPONSIBLE PERSON ACTION

Chief Fiscal Officer The Chief Fiscal Officer is responsible for collecting information for items donated each month from the Department Managers.

Department Manager The Department Manager is responsible for obtaining necessary information for donated items from the contributor for completion of the Donated Items Report (Exhibit 1).

General Ledger The General Ledger Accountant is responsible for recording donated items to the General Ledger monthly.

End-of-Month 1. The Department Manager will complete the Donated Items Report for any items donated that month.

Note: For the purposes of this report, a donated item is a supply or capital asset, with a fair market value of \$1,000 or more, given to the hospital without charge, where the hospital would otherwise have to purchase the supply or capital asset to provide a service to its patients.



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2. The Chief Fiscal Officer will review the Donated Items Report, approve, and forward to
 - a. the General Ledger staff for inclusion in the Accruals Ledger in the General Ledger;
 - b. the property control manager for inclusion in LPAA and American Appraisal, if required;
 - c. the appropriate hospital accounting personnel for IRS reporting.
3. The General Ledger staff will record the appropriate entries into the General Ledger for supply or capital asset.

End-of-Fiscal-Year

Perform End-of-Month Procedures as stated above.