

A Guide to Managing Finances for NOAH Fundraising Events

This guide is a resource to support those hosting a NOAH fundraising event in managing their finances, including collecting and forwarding donations to NOAH. It also establishes a procedure for basic financial record keeping to be shared with NOAH. We aim to encourage potential event hosts to try fundraising, and to hear new suggestions from experienced hosts.

Documentation for Tax Deductions

Donations to NOAH are tax deductible. Some event hosts ask local businesses to sponsor their event, or to donate materials or raffle/auction items. When soliciting potential donors or sponsors, you may remind them of the tax deduction, and use the template including NOAH's non-profit status available on NOAH's website. NOAH recommends utilizing the Fact Sheet in combination with the Official Verification Solicitation Letter or the Business Solicitation Template when reaching out to local businesses.

[Spring for NOAH Fundraiser Forms and Templates](#)

Guidance on issuing receipts for donations follows:

Cash - Event hosts can issue receipts for cash donations. NOAH provides [cash donation receipts](#) for your convenience, though you may utilize other receipts if you prefer.

While utilizing NOAH's Cash Donation Receipts is not required, cash donations **must** be recorded on a [Donation Tracking Sheet](#) so that NOAH can verify the donation.

****Please note that donations are contributions to NOAH for which **no value is received in exchange**. Buying a raffle ticket, for example, is **not** tax deductible.**

Checks - Those who donate by check will receive a receipt letter from NOAH.

In-Kind - In-kind donations are donations of goods, such as printed invitations, food or raffle items. These types of donations can come from a donor, but are also frequently from event hosts themselves. Submit receipts for these goods to [NOAH](#) to receive an in-kind donation receipt for tax purposes.

Electronic - Receipts for electronic donations that go directly to NOAH are automatically generated and sent directly to the donor. Those instances are described below.

Donations and Purchases

Event hosts often accept donations to NOAH, as well as payment for purchases of event tickets, raffle tickets, auction items, merchandise such as t-shirts, etc. They may accept donations and payment through multiple avenues, such as cash, checks, credit cards, and digital wallet apps.

Cash - Cash should be secured until counted and recorded as event income on the [income and expense reporting form](#). To avoid potential errors, do not intermingle NOAH donations with any other cash. If feasible, two different people should count the cash to verify the correct amount. Proceeds must then be forwarded to [NOAH](#) as a check or money order, or sent through [NOAH's PayPal Giving Fund](#) within 10 days of the fundraiser. Note your fundraiser name on your payment (for example, Jones Family Bowl-a-thon).

Checks - Request that your donors make their checks payable to NOAH, and write in the name of the fundraiser. Donors can mail their checks directly to NOAH, PO Box 959, East Hampstead, NH 03826-0959. If you receive any checks, please record them on the [income and expense reporting form](#) and forward them to NOAH **within 10 days of the fundraiser.**

Credit Cards - Using NOAH's Peer to Peer fundraising portal, you can create a page to promote and manage your event. Donations via credit card can be accepted through your fundraising page.

Donations are tax deductible, and the NOAH site will automatically generate a receipt and forward it to the donor. Contact NOAH if you need a page to accept payments for the purchase of event tickets, etc.

To accept credit card payments for purchases during your event, many event hosts have used a mobile credit card reader that works with a smartphone or tablet, such as [Square](#).

These are the suggested methods for event and credit card management, but some event hosts successfully use other platforms because they work better for their particular situation. Feel free to reach out to [NOAH](#) to discuss your needs.

Mobile Payment Apps - Some donors may prefer to use apps such as Venmo, Zelle, Quick Pay, Apple Pay, Google Pay, PayPal etc. An event host may choose to accept funds from any such apps. Once accepted, those funds should be treated as cash by the event host, following the cash procedures described above in issuing receipts, recording and forwarding payment to NOAH.

**** Please note that there are transaction and processing fees of up to 5% to receive payments from credit cards and mobile apps. With this in*

*mind, NOAH recommends converting cash donations from your event to a check or money order, or sending via [NOAH's PayPal Giving Fund](#) to avoid losing part of your proceeds to fees. ****

Entering into Contracts

Some venues require a contract. Event hosts can take personal responsibility for such contracts (conducting the rental with their name/contact details, not as a contact with NOAH's name/contact details). If event hosts are not willing to take responsibility for contracts with venues, please refer the contract to [NOAH](#) for review.

Event Expenses

Event hosts may have expenses such as venue rental, catering, printing, etc. Sometimes event hosts choose to pay for these expenses themselves to maximize the funds raised for NOAH. If you do this and would like an in-kind donation letter, please save your receipts and document accordingly on the [income and expense reporting form](#). These expenses are tax deductible; please see above for tax documentation.

Event hosts may choose to be reimbursed for some or all event expenses from the funds raised. Please save your receipts and record these expenses on the [income and expense reporting form](#). You may deduct this amount from cash received to reimburse yourself before sending the balance to NOAH per the directions above.

If NOAH has received your raised funds in advance of your event, such as those from ticket sales, it may be possible to apply these funds to required pre-payments. Contact [NOAH](#) to discuss your situation.

Income and Expense Reporting Requirements

In order to account for fundraising costs and income using best practice , NOAH requests some simple financial records from event hosts. Please compile basic income and expense information on the [income and expense reporting form](#), and forward checks/money orders, along with any expense receipts to [NOAH](#) **within 10 days of your event**.

Thank you

As always, please share NOAH's gratitude for any donations or purchases! And thank you for hosting an event, or considering it.