	Quality management Systems & Procedures Manual	<b>Document No:</b> SAJ/ QMSPM/03	Number of Pages 2
	<b>TITLE:</b> Donor Disbursement Policy	<b>Revision No.:</b> 00	<b>Revision Date:</b> 1 <sup>st</sup> January, 2024
	<b>Process Owner: Executive Committee</b>		

## 1. Purpose

The purpose of this donor disbursement policy is to establish procedures for the receipt and disbursement of funds and items received from donors by The Scout Association of Jamaica (SAJ).

## 2. Receipt of Donations

**a. Documentation:** SAJ shall issue receipts for all donations received, providing donors with documentation for tax purposes and acknowledgment of their contributions.

**b. Transparency:** Donations shall be recorded accurately in SAJ's financial records, with clear identification of donor restrictions or preferences, if any.

## 3. Disbursement Process

**a. Prioritization:** Disbursement of donated funds shall prioritize the fulfilment of SAJ's mission and objectives, in alignment with donor intent where applicable.

**b. Approval:** Disbursements shall be authorized by designated personnel in accordance with SAJ's financial policies and procedures.

**c. Accountability:** Disbursements shall be documented and accounted for in SAJ's financial records, ensuring transparency and accountability for the use of donor funds.

## 4. Reporting to Donors

**a. Stewardship Reports:** SAJ shall provide periodic reports to donors, detailing how their contributions have been utilized and the impact achieved.

**b. Communication:** SAJ shall maintain open and transparent communication with donors, providing updates on programs, projects, and financial performance as appropriate.

## 5. Compliance with Regulatory Requirements


**a. Charities Act and Regulations:** SAJ shall comply with the provisions of the Charities Act and any regulations governing the receipt and use of charitable funds.

**b. Income Tax Act:** SAJ shall comply with the requirements of the Income Tax Act regarding the receipt and reporting of charitable donations.

## 6. Record Keeping and Reporting

**a. Documentation:** Records of donor contributions and disbursements shall be maintained in accordance with SAJ's record-keeping policies.

**b. Reporting Cycle:** SAJ shall include information on donor contributions and utilization of funds in its regular financial reports to the governing board and external stakeholders.

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**Conclusion**

This financial management policy and donor disbursement policy are designed to promote sound financial stewardship and transparency within The Scout Association of Jamaica (SAJ). By adhering to these policies, SAJ aims to optimize the use of financial resources, uphold donor trust, and advance its mission of empowering youth through scouting programs.