

Community Based Care of Brevard, Inc. Policy and Procedure Manual



Series: Public Relations
COA: RPM 2.01;
ETH 3, 3.01, 3.05; GOV 6;
FIN 2, 3, 4

CFOP:

Procedure Name: Completion of the State of Florida Fundraising Application

Procedure Number: PBR-3002

Revision #/Date: N/A

Effective Date: January 1, 2009

SUBJECT: Completion of the Solicitation of Contributions Registration application.

PURPOSE: To set forth the procedure for completing and annually filing the State of Florida, Department of Agriculture application to be legally registered to solicit contributions.

References

CBCB Policies/Procedures: GOV-205

Florida Statutes, Chapter 496

Florida Administrative Code 5J-7

Definitions

Scope

As noted by the State of Florida, Department of Agriculture (DOA), the Solicitation of Contributions Act requires anyone who solicits donations from people in the State of Florida to register with the DOA and renew annually. This applies to charitable organizations, sponsors, professional solicitors, as well as professional fund raising consultants. The DOA collects registration fees and has authority to impose penalties for non-compliance. The DOA provides financial disclosure regarding organizations on the online Gift Givers' Guide or an individual can obtain information about a specific charity by calling their Consumer Assistance Call Center at 1-800-HELP-FLA (435-7352), or out of state 850-488-2221.

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Procedure

The Public Relations Department (PDR) will be responsible for the annual completion of the Solicitation of Contributions Registration application. Assistance will be required from the Accounting Department to complete the section of the application known as the Statement of Support/Revenue and Expenses for the Calendar Year and the Statement of Functional Expenses. These sections of the application will be completed as directed by the Chief Financial Officer (CFO).

Annually, CBCB must file the Solicitation of Contributions Registration application with the State of Florida, DOA. A registration fee must also accompany the application. The amount of the fee will be based on the contributions received by CBCB for the previous fiscal year. Reference the application for the fee and contribution ranges.

DOA will provide a copy of the previous year's application containing information previously filed sixty (60) calendar days before the renewal date. Any changes or corrections to information (e.g. personnel, description of services, contact information, etc.) must be noted on the renewal form.

NOTE: The registration renewal date for CBCB is on or before February 19 of any given calendar year.

If the agency enlists the services of professional solicitors or fundraising consultants for the express purpose of raising money, those individuals must be listed on the renewal form (Attachment A-1 and A-2).

The Affidavit, attesting to the person(s) who completed the renewal form, which must include the CFO's contact information, must be completed and notarized.

CBCB has elected to file the Statement of Support/Revenue and Expenses for the Calendar Year in lieu of the Internal Revenue Service (IRS) 990 tax form. This election was made due to the fact that the IRS form 990 does not effectively separate and identify direct program expenses from indirect ones. Hence the DOA application provides for a clearer explanation of the agency's direct program expenses thereby correctly reporting the CBCB indirect rate of expense for the organization.

The completed application should be scanned and saved as a PDF document in a folder for the fiscal year it was filed at the following location:

G:\shared documents\Finance Folders\Corporate Documents\Department of Agriculture

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc

DATE: 3/26/09