

Procedure Book President's Project Chairman

Income Line Code: 31511x*

Expense Line Code: XXX

The President's Project (PP) Chairman is:

- A voting member of the CGCI Board of Directors (Board)
- Expected to attend all Board and Convention meetings
 - Fall Board Meeting
 - Winter Board Meeting (often virtual)
 - Pre-Convention Board (immediately preceding the Convention)
 - Convention
 - Organizational Meeting in election years (often the morning following the installation).
- Each chairmanship has a budget allowance, identified by a line code, found on the website. Stay within the designated budget. If necessary to exceed the budget allowance, the proposed expense and rationale must be submitted to the Budget and Finance Chairman for approval or the expense may not be reimbursed. Budgeted expenses may be reimbursed using the [Request for Payment or Reimbursement form](#), also found on the website.

Overview – Each President selects a special project to promote for their two-year term of office. The President writes a resolution which is presented to the Board. Once adopted, the President's Project becomes a state project and belongs to the organization. The PP Chairman promotes and raises money for the project.

Procedures

- Present a 2-minute oral report at all CGCI meetings during chairman reports. Request more time from the President if needed.
- Submit a written report to the Recording Secretary within five days after the meeting.
- Prepare a table-top exhibit for meetings.
- Request display space at CGCI meetings to promote the PP.

- Confer with the President regarding how they would like the project promoted.
- Develop a flyer or handout to explain and promote the PP.
- Ensure that the new PP is posted on the website and all social media platforms as soon as the President takes office. This should be prepared and ready to post prior to the President taking office so that the new PP is “out there” as the new President takes office.
- Write articles for *Golden Gardens*.
- Develop interesting and entertaining methods of raising money. Use the CGCI meetings as an opportunity to fundraise but also look for donations beyond the Board of Directors.
- Contact a prior PP chairman to request a copy of a prior PP tracking spreadsheet and adapt to the current PP.
- Track and report donations received through a batch spreadsheet according to the Handling Money Procedures described below.
- Send the IRS letter of acknowledgement (pre-approved by the President and Financial Advisor for use with this PP) to every donor using CGCI letterhead. For donations over \$250, the CGCI EIN must be included. Sample letters are attached.
- Ensure a personal note is written. While the IRS letter opens with a “thank you for donating...” statement, a handwritten thank-you on behalf of the President is essential.
- Ensure that the President knows who gave and how much was given so that when they visit clubs and districts they may acknowledge the donations.
- Send request to the Financial Secretary for a warrant to transfer funds to the PP. The adopted PP resolution dictates the frequency of transfers. See sample request form.

Handling Money Procedures – donations received by checks and cash

- Process all checks as received using **line code 31511x***
 - Replace cash received with a personal check. Never mail cash.
 - Track all incoming donations on an Excel spreadsheet – tracking donor, check number, check date, and amount.
 - Each deposit is tracked on an individual worksheet within your spreadsheet. This is a batch report. A sample batch report is attached.
 - Mail checks and batch report to the Treasurer monthly.
 - Copy checks and batch report for the records.
 - Email the spreadsheet to the Treasurer, Financial Secretary, and President.

Handling Money Procedures – donations received online

- Two emails are received for each online donation – a notification from CGCI and a payment confirmation (currently) from PayPal. **Ensure the payment confirmation is received prior** to recording on the spreadsheet or sending any acknowledgement.

Suggestions

- Announce that a donation to the PP would be a great gift when the President visits a club or district.
- Contact the District Directors to aid in advertising the PP.
- Use the “Fundraising & FUN-Raising” booklet for ideas, available from Robin Pokorski.

Attached documents

- Sample IRS thank you letters – for donations under \$250 and over \$250
- Sample of batch spreadsheet

* Each PP will have a unique income line code identified letter appended – e.g. L/C 31511g

Sample IRS letter – donations under \$250



California Garden Clubs, Inc.
Official Publication – *Golden Gardens*
Website: *CaliforniaGardenClubs.org*

Your Name, Chairman
20XX – 20XX President’s Project

Date

Donor name
Donor address
Donor city, state, zip

Re: President’s Project – Name of Project

Dear xxx,

Thank you for your donation in the amount of **\$XXX.00** (check #xxx) for the 20XX-20XX President’s Project – Name of Project.

It is people and clubs and districts like you that will help California Garden Clubs, Inc. continue to be an integral force for good in California and our world. Thank you for your support!

Since no goods or services were given to you in exchange for your kind and generous donation, your contribution is deductible to the full extent of its value. Please keep this acknowledgment of your donation for your tax records. CGCI’s Federal Employer Identification Number (EIN) is available upon request.

This project is made possible because of people like you and the generous contributions you make. We truly appreciate your support and thank you for your donation.

Sincerely,

Your Name
20XX – 20XX President’s Project Chairman

Tax Exempt Status

California Garden Clubs, Inc. operates as an exempt organization under Sec. 501(c)(3) of the Internal Revenue Code (RC 1986) and is listed in the Cumulative List of Exempt Organizations, Publication 78, which can be found on the IRS website at www.irs.gov. The basis for the exemption is education. CGCI is primarily an educational organization. CGCI is listed in the State of California Registry of Charitable Organizations as a charitable trust, with the identification number CT-016120. Reference for this exemption is the California Revenue and Taxation Code. Sec. 23701d or Sec. 23701f.

Sample IRS letter – donations over \$250

California Garden Clubs, Inc.
Official Publication – *Golden Gardens*
Website: *CaliforniaGardenClubs.org*



Your Name, Chairman
20XX – 20XX President's Project

Date

Donor name
Donor address
Donor city, state, zip

Re: President's Project – Name of Project

Dear xxx,

Thank you for your donation in the amount of **\$XXX.00** (check #xxx) for the 20XX-20XX President's Project – Name of Project.

It is people and clubs and districts like you that will help California Garden Clubs, Inc. continue to be an integral force for good in California and our world. Thank you for your support!

Since no goods or services were given to you in exchange for your kind and generous donation, your contribution is deductible to the full extent of its value. Please keep this acknowledgment of your donation for your tax records. CGCI's Federal Employer Identification Number (EIN) is 94-6083114.

This project is made possible because of people like you and the generous contributions you make. We truly appreciate your support and thank you for your donation.

Sincerely,

Your Name
20XX – 20XX President's Project Chairman

Tax Exempt Status

California Garden Clubs, Inc. operates as an exempt organization under Sec. 501(c)(3) of the Internal Revenue Code (RC 1986) and is listed in the Cumulative List of Exempt Organizations, Publication 78, which can be found on the IRS website at www.irs.gov. The basis for the exemption is education. CGCI is primarily an educational organization. CGCI is listed in the State of California Registry of Charitable Organizations as a charitable trust, with the identification number CT-016120. Reference for this exemption is the California Revenue and Taxation Code, Sec. 23701d or Sec. 23701f.

Sample batch report

CGCI President's Project

L/C 31511X

Name	Batch PP#	Count	Ck #	Date	Amt
Donor name	PP1	1	xxx		\$ 100.00
Donor name	PP2	1	online		\$ 50.00
District name	PP3	1	xxx		\$ 50.00
Club name	PP3	1	xxx		\$ 200.00
Transferred to Project - Warrant #X dated x/xx/xx					
Club name	PP4	1	xx		\$ 500.00
Transferred to Project - Warrant #6 dated					
Total Donations					\$ 900.00

CALIFORNIA GARDEN CLUBS, INC.
REQUEST FOR PAYMENT OR REIMBURSEMENT 2022-2023

Mail or email to: Rita Desilets, Financial Secretary
 8316 Sparton Avenue
 Van Nuys, CA 91402-4030
 Phone: 818-781-4537 Email: 4rita@roadrunner.com

ALL ITEMS SUBMITTED MUST BE ACCOMPANIED BY RECEIPTS

Only expenses within the current fiscal year will be honored. CGCI is not permitted to honor expenses for other than the current ending June 30. Bills for the fiscal year shall be submitted on or before June 15 per Standing Rule 38.

Chairmanship: President's Project Date: 6/23/2023
 Line Code: 31511f
 Issue Payment To: The San Diego River Park Foundation
 Mailing Address: 4891 Pacific Highway, Suite 110, San Diego, CA 92110

<u>Date</u>	<u>Description</u>	<u>Amount</u>
6/23/23	Transfer of monies to President's Project per	\$
	resolution	
	Please note on the memo line	
	The River Center at Grant Park	
	Please send acknowledgement to Lynne Batchelor	
	Total	\$

Submitted by:

To be completed by Financial Secretary: JE Budget X Board Action

Date Received: Warrant # Date Sent:

Check #: