

CONTRIBUTION DETAILS AND PROCEDURES

Meals CAN NOT be withheld or refused due to a participant's inability to contribute.

Your Participant Contributions goal is **\$1.25** per meal. Participant contributions should be encouraged or mentioned daily.

Anyone can contribute, it does not have to be center participants and it is not limited to \$1.25 per meal. Community support is always welcome.

Below are the proper procedures for collecting, counting, and depositing participant contributions.

- All Participant Contributions must be secured in a locked money collection receptacle until they are processed for deposit each Friday by TWO people.
- Contributions must be counted by the Contractor or Center Director, in the presence of a volunteer or other staff member as witness. This is for WARC's audit compliance.
- Both persons then sign (in **BLUE** ink) the Client Contribution form confirming the amount collected.
- Deposit must be made each Friday.
 - By 2:00 p.m. IF it is the last Friday of the month.
- The original deposit slip and original Client Contribution form with **TWO** signatures are to be mailed to WARC on Friday with any other paperwork from your Center.
- **NOTE: The amount on the Client Contribution form must match the amount on the bank deposit slip. Please check for accuracy.**

CLIENT CONTRIBUTIONS

Center: _____

Deposit Date: _____

Congregate _____

Home Delivered _____

Transportation _____

Frozen Meals _____

Other/NSF _____

TOTAL DEPOSIT _____

Signatures: _____

CLIENT CONTRIBUTIONS

Center: _____

Deposit Date: _____

Congregate _____

Home Delivered _____

Transportation _____

Frozen Meals _____

Other/NSF _____

TOTAL DEPOSIT _____

Signatures: _____

CLIENT CONTRIBUTIONS

Center: _____

Deposit Date: _____

Congregate _____

Home Delivered _____

Transportation _____

Frozen Meals _____

Other/NSF _____

TOTAL DEPOSIT _____

Signatures: _____

CLIENT CONTRIBUTIONS

Center: _____

Deposit Date: _____

Congregate _____

Home Delivered _____

Transportation _____

Frozen Meals _____

Other/NSF _____

TOTAL DEPOSIT _____

Signatures: _____

CLIENT CONTRIBUTIONS

Center: _____

Deposit Date: _____

Congregate _____

Home Delivered _____

Transportation _____

Frozen Meals _____

Other/NSF _____

TOTAL DEPOSIT _____

Signatures: _____

CLIENT CONTRIBUTIONS

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Congregate _____

Home Delivered _____

Transportation _____

Frozen Meals _____

Other/NSF _____

TOTAL DEPOSIT _____

Signatures: _____
