

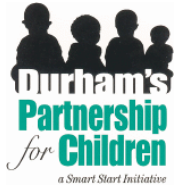
Tips on Documenting in-Kind Contributions

If in-kind contributions are not properly documented, they will not count toward the match requirement mandated for Durham's Partnership for Children. This would result in a reduction in Smart Start Funding.

Copies of in-kind contribution documentation must be attached to the Quarterly In-Kind Contributions Report.

Examples of in-kind contributions and documentation:

- **Office Space:** To list this as an in-kind contribution, the following items must be provided to the Partnership:
 - ❖ **Cost per square foot:** The in-kind value of office space must be computed on a square footage basis. The value placed on each square foot must be based upon the average cost/square foot for the particular area.
 - ❖ **Documentation of estimated value/square foot:** If the contributor is renting other space in the same building, they will be able to document this. If not, get this value by contacting a local commercial real estate agency or documenting it from newspaper ads. In either case, it is important to show how the value was obtained. If from a local realtor, they will need to provide the estimate in writing. To save them the inconvenience, write a letter to them confirming the conversation and the value they gave. Ask them to sign and return the letter.
 - ❖ **Letter from the contributor.** A letter from the contributor is also necessary which advises of the contribution, the details of what the contribution includes (rent, maintenance, utilities, etc.) and the estimated value. Again, the value must be computed on a square footage basis.
- **Food:** To list food as a contribution for meetings or activities, substantiate the cost, the time, and the need.
 - ❖ **Cost:** Attach receipts for all food items purchased as part of contribution. If catered, provide the invoice from the caterer.
 - ❖ **Time/Need:** This is particularly important when food is listed as a contribution for a meeting. If minutes were taken for a meeting, these minutes should include the beginning/ending time of the meeting, location, the names/number of persons in attendance, and purpose. This will be part of the documentation of the contribution.
- **Meeting Space:** Only list the contribution of meeting space in a few instances. Basically, if the organization providing the meeting space does not charge anyone else for the use of the space for meetings, it will not count as a contribution. Therefore, meeting space provided by local agencies, churches, schools, etc. CANNOT be listed as a contribution. If it is listed as a contribution, documentation is needed to back up the assertion that the space is typically rented out for meetings. An invoice from the contributing company with the amount charged for room rental, date and time is the best documentation.
- **Copying Cost:** In order to list copying costs as a donation, a log of the number of copies, general purpose, and dates of the copies needs to be maintained. Of particular importance, if an inordinately



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large number of copies are listed, show some type of work order for the project which lists the number of pages per package and the number of packages.

- **Professional Volunteer Services:** When listing a volunteer's services as an in-kind contribution, time and value of the service must be documented. It is important to show that this is a professional providing a service and that the service provided would have been purchased if it had not been donated.
 - ❖ **Time:** If the professional provides volunteer services over a number of days and hours, it is best to obtain a time sheet which lists the date and time and activity.
 - ❖ **Value:** An invoice for the services provided is always an excellent form of documentation. When this is not possible, proof is needed as to how the value is determined. If there is a standard hourly rate for such services, it is much easier, although documentation is still needed as to how the rate was determined. (The same strategies used in determining the market value of office space may also be used here).
 - ❖ **Types of volunteer services which are acceptable as professional services:** Services requiring specialized skills from professionals such as accountants, architects, carpenters, doctors, electricians, lawyers, nurses, plumbers, teachers, and other professionals and craftsmen can be counted as in-kind contributions. Examples which have been approved previously are:
 - Lawyers/Legal Advice – An invoice for services rendered is best. If not, the value should be based upon the average hourly rate of an attorney for the services rendered. Document how this amount was determined.
 - Accountants/Accounting Services – Same as for lawyers
 - Clerical/Bookkeeping/Computer Support – To place a value on this, it is best to contact an employment or temporary agency to find out what the hourly rate is for clerical support. Again, this rate will need to be documented. Time sheets are also necessary.
 - Nurse (for specific projects requiring nursing training) – If no invoice can be provided, a timesheet should be submitted and an hourly rate verified through an independent source.
 - Farmer/Tractor (for playground projects) – To determine a value on this; get an estimate from a contractor who might have done the work if the volunteer had not been utilized.
 - Driver (for transportation activities) – Documentation is needed that shows that this is a necessary service which would have to be paid for otherwise. It is preferred that the driver have an operator's license for driving vans/buses to show that he is a "professional".
 - Teachers (for literacy activities) – If a teacher is teaching a literacy class, this counts as an in-kind contribution. If a teacher is merely reading to a group of children, this does not count because any volunteer (not a professional) could do this. Be very specific about this service, get an hourly rate for tutors in the area and use that as the value.
- **Non-Professional Volunteer Services:** A "DSP Volunteer Voucher" or a "DSP Volunteer Event Roster" is the only documentation necessary for non-professional volunteer services. The form must be signed by the volunteer and by a representative of the contractor's staff.