

## THE BASICS: IN-KIND CONTRIBUTIONS

- Develop an effective financial management system from the outset that maintains individual accounts for both federal and grantee share that report expenses consistent with the format of the program budget.
- Determine the value of in-kind contributions such as, services, material, equipment, building, and land. To decide the appropriate value of goods or services, consider what the cost would be if the goods or services were not donated and needed to be purchased.
- Recognize that in-kind contributions include any non-cash donation including corporate loaned executives; meetings held in donated spaces; government or college interns and/or fellows; corporations or municipalities that donate supplies for projects; landlords who donate space or discount rent.
- Document in-kind contributions using the same standards as other expenditures.
- Record in-kind contributions as both revenues and expenses in the General Ledger and all Corporation for National and Community Service financial reports.
- Provide the donor with a receipt and have them sign it. It should include the donor's name, date of donation, description of the item or service, and the estimated value. Keep a copy of the donor's receipt for your files.
- Retain financial records for three years from the date of submission of the final Financial Status Report.
- Goods and services that have been correctly documented and *that are necessary to accomplish the program's goals and activities* may be used as a match.
- *Volunteer exception for match:* the value of direct community services performed by volunteers does not count as match.