

Donation Process

HTA Members nor Board members shall solicit for donations. We need to respect the devotees coming to the temple and should not approach them on one to one basis when they are present in the temple.

All donation items shall be displayed on the bulletin board Donation list after Board approval. The Temple Priest shall make announcements based on need. Only items approved by the Board can go on the Donations list. Any donations collected need to be deposited in the Hundi as soon as possible. Normally, donations by check are encouraged for tracking purposes.

Any asset above \$250 received by the Temple needs to be accompanied by a Donation Form. The Form needs to be signed by the person receiving the asset and the donor. The form should be deposited in the Hundi.

The Treasurer will take care of accounting and the person responsible for the Asset Tracking shall tag the asset and update the records.

The Treasurer shall keep the list of donors so we can announce their contributions in appropriate time.

Under certain circumstances, anonymous cash donations are given to the temple. These are exceptions and the Board needs to respect the donor's sentiments. In this situation, the Executive Committee is the only party that should be aware of such donations.