

What Expenses Are Approved for Charitable Checkoff Donations?

Charitable Checkoff Funds may not be used for administrative expenses. They are intended to be used in direct service delivery for Oregonians. ORS 305.720 (a) "...Checkoff funds are not to be used to meet the administrative expenses of the entity..." ORS 305.270 (b) "...must result in substantial and direct benefits to the human and natural resources of the state..."

Expenses are categorized as:

1. **Administrative Expenses/Overhead:** i.e. salaries and benefits of office staff, boards, director's etc. Overhead is also rent, leasing or purchasing of space, equipment and supplies. Expenses not directly benefiting recipients are considered overhead.
2. **Program Expenses:** includes salaries for staff providing direct services to deliver programs. This includes materials or products cost such as medical devices, glasses, books for readers, and other such items or services that are integral to the program.

Frequently Asked Questions:

Q.1. We want to use Checkoff donations to purchase books, playing cards and games that will help our clients cope with long stays for treatment is that an authorized expense?

A.1. Yes, medical and other equipment or supplies that directly benefit your client group of Oregonians is an authorized expense.

Q.2. We are going to hire a contractor to help us develop a curriculum to be used in delivering our service. Is this an authorized Checkoff donation use?

A.2. If the curriculum is to be used specifically for support of your client base then yes it would be authorized. If it is going to be used to provide assistance for your staff it would not be authorized.

Q.3. We are going to purchase an office computer for agency staff. Can we use Checkoff donations for this expense?

A.3. No, this is considered an overhead item. While it does benefit the agency it may not be used to directly benefit the programs clients. If the computer were to be used in providing a direct service to the client the answer would be yes.

Q.4. We want to purchase a small fleet (two cars) to get our volunteers to private homes so they can work with our clients directly. Can we use Checkoff donations to help pay for the fleet?

A.4. No, vehicles for general transportation purposes are overhead. Vehicles purchased to transport clients to appointments could be a direct program expense. If you were buying a van and modifying it to hold a small library, medical checkup station, vision care, etc that would go to the client for services it would be authorized as a direct program expense.

Q.5. Our organization will hold meetings in cities around the state to provide information and solicit donations. Can we use Checkoff donations to rent the room space and purchase snacks?

A.5. No. Both of these items are overhead.

Q.6. My organization wants to start a new program that would be funded through Checkoff donations, is that okay?

A.6. Yes this expense is authorized. However, eventually other sources of funds should be generated to sustain the program and that Checkoff donations would be used for no more than 50% of any programs cost.