**Dear affiliate staff and advisory board members:**

Greetings!

RE: Important Year-End Accounting deadlines

1. **IMPORTANT**--- be sure someone checks the Foundation mail frequently before the end of the year. If there are year-end donations, we want to be sure to get them recorded. **Checks must be dated 12/31/2020 or earlier** and we will need the **postmarked envelope** that the check came in for proof if not verified as received prior to 12-31-20. Postmarked envelopes with checks must be in the CKCF office by **noon January 3, 2021**. If someone hand delivers a check on December 31, you can document that by taking a cell phone picture of the check and email it to melinda@centralkansascf.org. Reminder, all donations must have fund name notation. If check is written off of an investment account please clarify if it is an IRA QCD including both donor name and contact info.

1. Last day CKCF office will be open in 2020 is Thursday December 31, 2020 9:00 am to Noon.

1. **Grant requests** should have already been requested by **November 1, 2020**. Please call office if any additional requests need submission as last possible date is **Tuesday, December 15, 2020**.

1. **Payable requests** should be in CKCF office by **Tuesday, December 15, 2020**. Including mileage and other expenses for the year.

1. Stock transfers need to be processed through Angie Tatro at angie@centralkansascf.org or call 316-239-9451 by **Tuesday, December 15, 2020**.

1. Year-end numbers will not be available until mid-February, but we will have estimated numbers in mid-January if you are wanting to make estimates for grants.  Reminder we have moved to a moving average distribution calculation (2021 will be 4 year moving average working toward a 5 year moving average). In addition, our recommendation for endowments will be 4%, although maximum of 5% will be available.

1. Reminder – IRS receipts are sent to donors for contributions on a routine basis. Only the CKCF office issues the IRS tax receipts for acknowledgement of charitable gifts. Locally, be sure you are sending thank you notes to your local donors. While best practice is to send as soon as possible after the contribution is received, if you have not issued in 2020 – December is a great time to do this.

1. Compliance Documents (requirement to be an affiliate board member) will need to be filled out and submitted by the end of 2020 for 2021. A link will be circulated once it is ready, anticipated early December. Information received on the document will allow CKCF staff to update any personal information.
2. If possible, set your board meeting schedule for the year and share it with Angie and Becky as early in the year as possible, we want to be sure we are prepared to attend meetings or provide you resources in advance. To ensure you have the finanicals from the previous month, please set date of your meeting after the 10th of the month. Also reminder that you are all welcome to attend CKCF Board Meetings, that group meets 4th Monday of each month.

On behalf of the entire team at CKCF we wish you a Merry Christmas and Happy New Year!

Melinda Newell, Accounting Clerk melinda@centralkansascf.org

Michelle Critchfield, Program Officer ~ Grants michelle@centralkansascf.org

Kristie Diller, Director Grants and Scholarships kristie@centralkansascf.org

Becky Nickel, Affiliate Liaison becky@centralkansascf.org

Angie Tatro, Executive Director angie@centralkansascf.org