

Expenses Approved for Charitable Checkoff Donations

Charitable checkoff funds may not be used for administrative expenses. The intended use is in direct service delivery to Oregonians as specified in ORS 305.720:

“(1) The entity supports private charitable causes or engages in public activities that are consistent with policies and programs of the state and:
(a) Checkoff resources are used to augment existing programs or provide new funding to related activities of proven value;
(b) Checkoff funds are not to be used to meet the administrative expenses of the entity;
(c) Programs funded by checkoff resources result in substantial and direct benefits to the human and natural resources of the state that the Oregon Charitable Checkoff Commission determines are unlikely to occur under existing public and private programs...”

Administrative expense/overhead is items or services not directly benefiting program recipients. They include salaries and benefits of office staff, board compensation, rent, leasing or purchasing of space, equipment, and supplies.

Program expenses are for items or services that are integral to the program. They could include salaries or travel expenses for staff that provide direct services to deliver programs as well as materials or product costs such as medical devices, books, or research supplies.

Frequently Asked Questions:

Q1. 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?

A1. Yes, medical or other equipment or supplies that directly benefit your client is an authorized expense.

Q2. We are going to hire a contractor to help us develop a curriculum for use in delivering our service. Is this an authorized Checkoff donation use?

A2. If the curriculum is delivered to your client base, yes, it is an authorized use. If the curriculum is delivered to your staff, it is not an authorized use.

Q3. We want to buy an office computer for agency staff. Can we use Checkoff donations for this expense?

A3. No, this is considered an overhead item. While it does benefit the agency, it may not be used to directly benefit the program's clients. If the computer were to be used in providing a direct service to the client, the answer would be yes.

Q4. 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?

A4. 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.

Q5. 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?

A5. No. Both of these items are overhead.

Q6. My organization wants to start a new program using Checkoff donations. Is that OK?

A6. Yes, this expense is authorized. However, eventually other sources of funds should be generated to sustain the program so that Checkoff donations would be used for no more than 50% of any program cost.