

**CMN HOSPITALS ACCOUNTING PROCESS + DETAILS**

Overall

* Phi Kappa Theta Fraternity chapters raise funds for CMN Hospitals from January 1 – December 31, 2021 through a national headquarter campaign, individual philanthropy events and chapter involvement with Miracle Network Dance Marathon programs.
* CMN Hospitals will overlay chapter designation list(s) with our local children’s hospitals and provide contacts back to Phi Kappa Theta Fraternity contact.
* Throughout the year, CMN Hospitals will provide quarterly fundraising reports back to Phi Kappa Theta Fraternity.
* Checks from chapters should be mailed to CMN Hospitals HQ in Salt Lake City on behalf of all individual chapters. Chapters should fill out Money Handling Form at the conclusion of philanthropy event and mail funds directly to CMN Hospitals HQ.
* **Checks must ARRIVE on or before 12/31/21 to be credited towards 2021 fundraising totals.**

Account and Disbursement Process

* Chapter designated funds are uploaded as funds are received by CMN Hospitals Accounting Team. Bret is notified when those funds are uploaded to specific campaigns (*Phi Kappa Theta Fraternity General Fundraising 2021*).
* Disbursements to local hospitals are made on a quarterly basis (dates provided below):
	+ Quarter 4 Funds: February 28th, 2021
	+ Quarter 1 Funds: May 15th, 2021
	+ Quarter 2 Funds: August 15th, 2021
	+ Quarter 3 Funds: November 15th, 2021
	+ Quarter 4 Funds: February 28th, 2022