

Ohio Horseman's Council Foundation
Donation Instructions for OHC Chapters
When Receiving Monetary or Materials Donations
Rev. February 14, 2023

The Ohio Horseman's Council Foundation (OHC Foundation) is a 501(c)(3) non-profit organization that can accept charitable donations.

A charitable donation is defined as a gift of cash or materials/goods made to a nonprofit organization to help the organization accomplish its mission, for which the donor receives nothing of monetary value in return.

The mission of the OHC Foundation is to operate exclusively for the promotion of social welfare, charitable, educational and recreational purposes, to:

- Provide resources to promote the building and maintenance of bridle trails throughout the State of Ohio;
- Provide financial resources and volunteer services to fellow organizations that support and protect equine-related activities; and
- Provide support to state and national horse-related issues.

Instructions:

1) Monetary donation to the OHC Chapter

- a) Check shall be made out to the Ohio Horseman's Council Foundation.
- b) Check shall not be deposited into the Chapter's banking account but rather sent to the OHC Foundation.
- c) The check, donor contact information (name, mailing and email address) and description of its intended use must be sent directly to the OHC Foundation:

Ohio Horseman's Council Foundation

c/o Joan Neeley

8250 Manore Rd

Grand Rapids, OH 43522-9650

(419) 356-1350

ohneeley@roadrunner.com

- d) Upon receipt of donor's check, the OHC Foundation shall deposit the donor's check into the OHC Foundation bank account.
- e) Once the check has been processed and cleared, the OHC Foundation shall submit to the Chapter's Treasurer a check in the full amount and a form for the Treasurer to sign and return to the OHC Foundation acknowledging receipt of the check. The OHC Foundation shall also send to the donor a 501(c)(3) Organization Donation Receipt. Only the OHC Foundation shall issue Organization Donation Receipts. If a check is

made out to the Chapter or a cash donation is given to the Chapter, the same steps as listed above shall be followed with the following exception: The Chapter shall make a photocopy of the check for record keeping and then deposit the check/cash in the Chapter's banking account and send a check in the full amount made out to the Ohio Horseman's Council Foundation. The OHC Foundation will issue a check in the full amount to the chapter.

- f) The Chapter shall maintain a receipt file for all expenditures of monetary donations. If the donation is for a specific project, the Chapter shall notify the OHC Foundation either by regular mail or email when the project is completed. A report shall be filed with the OHC Foundation at the end of the project. This report should document all expenses.
- g) The use of these funds on all purchases of materials/goods and selected services has a sales and use tax exemption in the State of Ohio. Below is the Ohio Department of Taxation STEC B form "Sales and Use Tax Blanket Exemption Certificate". The form is partially completed with OHC information. The form shall be signed and dated by a Chapter Officer and given to the vendor at time of purchase. A copy shall be maintained by the Chapter. The form can be downloaded on the OHC Website at .

2) Donation of Materials/Goods to the OHC Chapter

- a) Any materials/goods donated by others can include but not limited to lumber, gravel, hardware or any other type of material for a specific project.
- b) When the materials/goods have been received by the Chapter, the Chapter shall send to the OHC Foundation the donor's name, address, any other contact information, a description of the materials/goods and any receipts or estimates detailing value of the materials/goods:

Ohio Horseman's Council OHC Foundation

c/o Joan Neeley

8250 Manore Rd

Grand Rapids, OH 43522-9650

(419) 356-1350

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- c) The OHC Foundation will send the donor a 501 (c)(3) Organization Donation Receipt. Only the OHC Foundation shall issue Organization Donation Receipts.
 - d) Upon completion of the project where donor's materials/goods donation was used, the Chapter shall notify the OHC Foundation by regular mail or by email.
- ## 3) Any questions or issues regarding any type of donations shall be addressed to the OHC Foundation, attention Arden Sims, Email: acsims3@gmail.com, Cell (740) 350 2339. Whenever possible, all correspondence between Chapter and OHC Foundation shall be documented in writing.

Sample



Department of
Taxation
tax.ohio.gov

STEC B
Rev. 3/15

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

Add Business Name On This Line

(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Add a statement here about the project.... Example: These materials will be used by the OHC to complete horse trail maintenance at Barkcamp State Park.

Purchaser must state a valid reason for claiming exception or exemption.

Purchaser's name

Purchaser's type of business

Street address

City, state, ZIP code

Signature

Title

Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

Here is the remaining information for the Form:

Purchaser's Name: Ohio Horseman's Council

Type of Business: Nonprofit Organization

Address: 1862 E Foster Maineville Rd

City: State, Zip: Morrow, OH 45152

OFFICER OF CHAPTER MUST SIGN AND DATE AT ARROW

Vendor's License: EIN: 31-1038893

This form can be downloaded from: https://tax.ohio.gov/static/forms/fill-in/sales_and_use/exemption_certificates/st_stec_b_fi.pdf



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Purchaser must state a valid reason for claiming exception or exemption.

Purchaser's name

Purchaser's type of business

Street address

City, state, ZIP code

Signature

Title

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