1. **Authorization.** A temple shall maintain a separate bank account or accounts designated *Shrine Hospital Patient Transportation Fund.*

2. **Purpose.** It is a restricted account and it is owned by Shriners Hospitals for Children, and is designated for the following deposits and disbursements.

   (a) **Deposits.** Charitable contributions for a temple’s *Shrine Hospital Patient Transportation Fund,* interest earned on these charitable contributions, and the authorized retained net proceeds from charitable fundraisers, are to be deposited in this fund and reported as revenues to the temple’s *Shrine Hospital Patient Transportation Fund.*

   (b) **Expenditures.** Expenditures from a temple’s *Shrine Hospital Patient Transportation Fund* are limited to the payment of the following direct, ordinary, necessary and reasonable expenses:

   1. **Temple Hospital Van.** Fuel, oil, tolls, maintenance, signage, improvements, repairs, insurance, taxes and tags.

   2. **Alternate transportation.** Air, bus, train and taxi fare, and rental of a van, if necessary (after receiving the prior written consent of the chairmen of the boards of directors and trustees, which consent shall not be given without the prior review and advice of the Director of Temple Accounting).

   3. **Temple Fraternal Van.** If a temple hospital van is not available, the temple shall first consider an alternative transportation method, and if this is not feasible, the temple’s fraternal van may be used and the temple reimbursed the reasonable expense of renting a van from an agency. A temple may not, however, schedule the temple’s fraternal van on an ongoing basis for patient transportation purposes and charge a pre-determined amount to the temple’s *Shrine Hospital Patient Transportation Fund.*

   4. **Garage.** Actual costs to house hospital transportation vans, i.e., utilities, normal maintenance, property insurance, taxes and rent to outside owners. (This does not include building purchase, construction costs or depreciation).

   5. **Trip supplies** for driver, parent, guardian and patient.

   6. **Lodging and meals** for driver, parent, guardian and patient.

   7. **Mileage reimbursement.** Any mileage expense for the transportation of patients must be substantiated by the use of an online map program.
showing the beginning and ending locations, using the shortest feasible route and the IRS mileage rate for medical travel.

8. **Communication.** Postage, long-distance and mobile phone charges that are exclusively for hospital transportation use. However, any allocations of telephone and internet charges sought by the Temple must be based on a percentage of use study and have the prior written consent of the Director of Temple Accounting. It is the responsibility of the Temple to implement and document the approved percentage of use study. If consent is given, the allocations must be substantiated by written documentation of how the percentages were determined and be reviewed and approved by the temple’s board of directors. The percentage of use studies, the process of review and updating the percentages and the approval process of the expense by temple leadership must be documented in writing and maintained at the temple.

9. **Clerical assistance.** The scheduling of hospital patient transportation is considered an ordinary, necessary and reasonable activity of the board of directors of a temple and, therefore, is not considered as an expense to be paid from a temple’s *Shrine Hospital Patient Transportation Fund*. If the occasion arises when none of the members of the board of directors is available to discharge such activity, it is recommended that the board of directors maintain a list of Nobles who will voluntarily provide such assistance.

Any other expenses that are sought to be allocated to clerical assistance must be substantiated by one of the methods acceptable under generally accepted accounting principles, such as timesheets, time studies or employee attestation statements, and have the prior written consent of the Director of Temple Accounting. It is the responsibility of the temple to determine which of the authorized allocation methods are chosen to be implemented and documented. If consent is given, the allocations must be substantiated by contemporaneously created records and be reviewed and approved by the temple’s board of directors. The chosen method of allocation, the process of review and updating the allocations and the approval process of the expense by temple leadership must be documented in writing and maintained at the temple.

10. **Office Supplies.** Must be exclusively for hospital patient transportation purposes and based on usage.

11. **Off premise and telemedicine clinics.**

12. **Shriners Hospitals for Children.**

13. **Transfers to other funds.** Transfers to the hospital patient transportation fund of another temple must be in accordance with the standing resolutions adopted by the boards of directors and trustees, including the standing resolution adopted on January 13, 1999 that is located on page 5 of this section.
(c) **Hospital Van.** In the event a temple has insufficient independent funds and ability to purchase a hospital van and it desires to use moneys from a charitable fundraising activity or from its temple [*Shrine Hospital Patient Transportation Fund*], or both, it shall make a written request to the chairmen of the boards of directors and trustees of Shriners Hospitals for Children. The written request shall be reviewed by the Executive Vice President and The Director of Temple Accounting and they shall issue their recommendations thereon. Thereafter, if the chairmen of the boards of directors and trustees, after a review of all of the circumstances, make a finding of need, they may authorize the temple to use all or a portion of a designated fundraising activity or moneys from the temple’s [*Shrine Hospital Patient Transportation Fund*], or both, for the purchase of a hospital van. A hospital van must be designated and used in accordance with the standing resolution adopted by the boards of directors and trustees on November 6, 1990.

(d) **Other Expenditures.** A temple may not incur or pay any other expenses or expenditures from the temple’s [*Shrine Hospital Patient Transportation Fund*] without receiving the prior written consent of the chairmen of the boards of directors and trustees, which consent shall not be given without the prior review and advice of the Director of Temple Accounting. There must be unique and compelling reasons advanced by the temple making the request and the temple must provide convincing evidence that it cannot reasonably carry on its intended activity without such consent. These expenses or expenditures must be substantiated with contemporaneous written documents.

3. **Investment.** The moneys in the Temple’s [*Shrine Hospital Patient Transportation Fund*] may be invested only in accounts which are insured by the FDIC, or are the obligation of the United States of America or the Canadian Federal Government. Stated maturities at the time of purchase may not exceed five years.

4. **Temple Auditor’s Report.** The annual auditor’s financial report for the temple shall include a separate column for the temple’s [*Shrine Hospital Patient Transportation Fund*] activity on the temple’s Statement of Financial Position, Statement of Activities and Changes in Net Assets and Statement of Cash Flows for the current year, or include the recommended Schedule 2, “Detailed Statement of Activities and Changes in Net Assets of Temporarily Restricted Net Assets” and present a combined Statement of Financial Position and Statement of Cash Flows. (For a sample copy of these statements see Form #21 in the Forms section of the bylaws of Shriners International or *Temple Financial Manual*, Section 2, pages 14-26.

5. **Temple’s Report.** A temple must complete the annual accounting form that it receives from the Director of Temple Accounting by the last day of January of each year showing, in detail and using the uniform chart of accounts for [*Shrine Hospital Patient Transportation Fund*], all deposits into, and expenditures from, the temple’s [*Shrine Hospital Patient Transportation Fund*].

6. **Shrine Clubs.** In the event that a temple determines that a Shrine club should be allowed to expend money from the temple’s [*Shrine Hospital Patient Transportation Fund*] because of the distance of the Shrine club from the temple, the temple board of directors must establish an imprest checking account for the Shrine club. The procedures for establishing such an imprest checking account may be obtained from the Director of Temple Accounting.

Updated MAR 2020
SPECIAL PURPOSE FUND COMMITTEE
Resolution Adopted November 6, 1990

WHEREAS, monies donated or raised for the purchase of hospital vans results from charitable benevolence; and

WHEREAS, the hospital vans of the temples are vehicles intended to be used solely for hospital associated purposes:

NOW, THEREFORE, BE IT RESOLVED, that the hospital vans of the temples;

1. Are to be identified as hospital vehicles by appropriate signs and lettering.

2. Are to be used for the transportation of patients, parents, and guardians for hospital and medical care and for temple sponsored off premise clinics.

3. May be displayed in parades and other civic and fraternal functions which provide significant information about our Hospitals and which create an atmosphere of good will for our Hospitals so long as such use does not interfere with transporting patients.

4. May not be used for fraternal purposes of any type including, but not limited to, transportation of the Divan or Nobles to temples meetings, Shrine Club meetings, unit meetings, association meetings or Imperial Council Sessions.

5. May not be used by board of governors’ members except in association with the transportation of patients, parents, and guardians for hospital and medical care.

6. May not be purchased from shrine hospital patient transportation funds without the prior written consent of the Imperial Potentate and the Chairman of the Board of Trustees.
SPECIAL PURPOSE FUNDS

Standing Resolution Re Transfer of Funds Between Temples

(Unanimously Adopted by Directors and Trustees on January 13, 1999)

WHEREAS, certain temples, despite reasonable efforts at charitable fundraising, have insufficient funds to adequately provide patient transportation to and from our hospitals.

WHEREAS, other temples are very successful in their efforts at charitable fundraising, and have more than sufficient funds to adequately provide patient transportation to and from our hospitals.

WHEREAS, all moneys in the shrine hospital patient transportation funds of the temples are the moneys of Shriners Hospitals for Children, but are allowed to be maintained in such funds in accordance with delineated procedures.

WHEREAS, no temple that has discharged its responsibility to conduct reasonable charitable fundraising, should be deprived of funds for patient transportation if its patient transportation fund is inadequate despite its best efforts.

NOW, THEREFORE, BE IT RESOLVED, that the chairman of the Special Purpose Funds Committee, acting jointly with the chairmen of the boards of directors and trustees of Shriners Hospitals for Children, may authorize, on a case by case basis, any meritorious request to transfer money from a requesting temple's shrine hospital patient transportation fund to another temple's shrine hospital patient transportation fund when a temple is in need of such financial assistance; and that any actions taken on these requests are to be reported to the boards of directors and trustees at their next meeting.
INTERNAL REVENUE CODE SECTION 170(C)(4)

(TAX DEDUCTIBLE DONATIONS TO THE SHRINE HOSPITAL PATIENT TRANSPORTATION FUND)

(c) Charitable contribution defined.

For purposes of this section the term "charitable contribution" means a contribution or gift to or for the use of:

(4) In the case of a contribution or gift by an individual to, a domestic fraternal society, order, or association, operating under the lodge system, but only if such contribution or gift is to be used exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals.
26 USC 170 – CHARITABLE, ETC., CONTRIBUTIONS AND GIFTS

(f) Disallowance of deduction in certain cases and special rules

(8) Substantiation requirement for certain contributions

(A) General Rule

No deduction shall be allowed under subsection (a) for any contribution of $250 or more unless the taxpayer substantiates the contribution by a contemporaneous written acknowledgement of the contribution by the donee organization that meets the requirements of subparagraph (B).

(B) Content of acknowledgement

An acknowledgement meets the requirements of this subparagraph if it includes the following information:

(i) The amount of cash and a description (but not value) of any property other than cash contributed.
(ii) Whether the donee organization provided any goods or services in consideration, in whole or in part, for any property described in clause (i).
(iii) A description and good faith estimate of the value of any goods or services referred to in clause (ii) or, if such goods or services consist solely of intangible religious benefits, a statement to that effect.

For purposes of this subparagraph, the term "intangible religious benefit" means any intangible religious benefit which is provided by an organization organized exclusively for religious purposes and which generally is not sold in a commercial transaction outside the donative context.

(C) Contemporaneous

For purposes of subparagraph (A), an acknowledgement shall be considered to be contemporaneous if the taxpayer obtains the acknowledgement on or before the earlier of:

(i) the date on which the taxpayer files a return for the taxable year in which the contribution was made, or
(ii) the due date (including extensions) for filing such return.

(D) Substantiation not required for contributions reported by the donee organization

Subparagraph (A) shall not apply to a contribution if the donee organization files a return, on such form and in accordance with such regulations as the Secretary may prescribe, which includes the information described in subparagraph (B) with respect to the contribution.

(E) Regulations

The Secretary shall prescribe such regulations as may be necessary or appropriate to carry out the purposes of this paragraph, including regulations that may provide that some or all of the requirements of this paragraph do not apply in appropriate cases.