

Policy Number: 2.9.0

Title: DESIGNATED CASH DONATIONS

Introduction:

This policy establishes the method by which cash donations to the District will be handled.

Ends:

The District wishes to retain control over the uses of cash donations it receives. If an individual or entity wishes to contribute funds to the District for a specific purpose, for example, building a memorial to a member of the community, installing playground equipment in the Park, etc., the individual or entity must take the following steps:

1. Prepare a written proposal to the District outlining (a) the project scope, including timetable and total costs, (b) amount of the planned donation, (c) the source for any additional monies that may be needed for maintenance and other expenses that will be incurred during the useful life of the project, and (d) how the additional monies will be obtained.
2. Present the proposal to the Budget & Finance Committee for approval and recommendation to the Board of Directors.

If the Board approves the project, a separate designated fund will be established to fund the project and monitor its progress. The District will have complete control over the progress of the project, including approval of expenditures and design considerations. If the Board does not approve the project, the prospective donor may contribute to the District but the monies will be undesignated; that is, they will be treated as additional revenue to fund operations and/or capital improvements, at the total discretion of the District.

Responsibility:

It is the responsibility of the General Manager to review proposals for funding projects and present his/her recommendations to the Budget & Finance Committee for review and recommendation to the Board. If the project is approved, the General Manager will oversee its progress.