



Minor Donation Acceptance Policy

Finance Department

Finance Committee
June 14, 2017

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BACKGROUND

1. The City is frequently a recipient of donations in various forms and values
2. No formal City-wide policy exists for Donation Acceptance



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DISCUSSION

1. Current practice - Acceptance of all donations go before the City Council
2. Establish Thresholds for Donation Acceptance
 - a. Under \$2,500 – Department Director/Elected Official
 - b. \$2,501 - \$25,000 – Chief Financial Officer
 - c. \$25,001 – City Council
3. Implement Donation Acceptance Form
3. Formal Donor Acknowledgement Letter



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Recommendations

That the Finance Committee:

1. Review and provide comment regarding the proposed Donation Acceptance Policy; and
2. Recommend the City Council grant a Department Head/Elected Official the authority to receive any donation up to \$2,500 and grant the Chief Financial Officer the authority to receive donations from \$2,501 to \$25,000; and
3. Recommend to the City Council that they endorse this new policy



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