

DONATION POLICY FOR THE SOLICITATION, ACCEPTANCE AND DISTRIBUTION OF MONETARY CONTRIBUTIONS AND REAL OR PERSONAL PROPERTY

Purpose: The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Manitowoc. This policy supersedes other departmental policies regarding these issues. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts and fundraising activities during the performance of City business. To promote consistent and best practices by all City employees and departments, and to ensure compliance with applicable laws and accounting procedures, the following policy and guidelines are established:

1. *Types of Donations.* Donations may be offered in the form of cash, real or personal property. Designated donations are those donations that the donor specifies for a particular City department, location, or purpose. Undesignated donations are those donations that are given to the City for an unspecified use. Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of the City of Manitowoc.
2. *Acceptance of Donations.* All donations to the City shall immediately be submitted for consideration to the Finance Director. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.
 - a. Offers of donations of cash or items valued at \$5,000 or below shall be considered for acceptance by the appropriate Department Head and Finance Director.
 - b. Offers of donations of cash or items valued more than \$5,000 and up to \$10,000 shall be considered for acceptance by the Department Head, Mayor, and Finance Director. All donations shall be reported to the Common Council.
 - c. Offers of donations of cash or items valued more than \$10,000 shall be considered for acceptance by the Common Council. Donations of personal property valued at more than \$10,000 require acceptance through a written agreement approved by the Council. The Common Council shall receive a report of estimated ongoing maintenance obligations.
 - d. All offers of donations of real property, regardless of value, shall be considered for acceptance by the Common Council.
3. *Acceptance of Designated Donations.* Prior to acceptance of designated donations, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:
 - a. Consideration of an immediate or initial expenditure required to accept the donation;
 - b. The potential and extent of the City's obligation to maintain, match, or supplement the donation;
 - c. The City's ability to fund any ongoing obligations, including insuring the property; and
 - d. The need for the property, including where and what type of property it is.
4. *Fundraising by Employees and Officials.* Solicitation of voluntary contributions shall not violate the Code of Ethics for local officials under Wisconsin Statutes and City of Manitowoc Ordinances. In addition, no solicitation shall state or imply that a donation will influence or affect how the party is treated by City officers and employees. All donated funds or property become public property upon acceptance and shall be used or expended for public purposes.

5. *Fundraising by Outside Groups.* All fundraising and solicitation efforts to support City programs and projects shall be authorized by the Common Council after prior review and recommendation by the appropriate oversight Committee, Commission or Board. Council authorization may include continuing authorization or authorization for a one-time only project and shall require execution of a fundraising agreement.

6. *Accounting.* Following donation acceptance, the Department shall obtain written approval of the Finance Director or delegate regarding procedures to account for the donation. Said approval shall include proper accounting protocols for fundraising revenues and expenditures to be coordinated through the Finance Department. No Department shall be allowed to maintain a checking or savings account for fundraising activities that is separate from the City accounting system.

7. *Status of Donated Property.* All donated property given to the City of Manitowoc becomes the property of the City to oversee, maintain, and manage and may be used in the complete discretion of the City, unless the parameters of the donation specifically require otherwise. The City will decide when changes shall be made to any facility or materials, with no guarantee of donated items being retained. If personal property becomes obsolete, the City will attempt, if possible, to find another use for the property. The City is not required to maintain the property beyond its useful life.

NOTE: The City of Manitowoc cannot guarantee future funding for repair, maintenance, use or replacement of donated items.