

RESOLUTION NO. 864

A RESOLUTION OF THE CITY OF GIG HARBOR,  
WASHINGTON, ESTABLISHING A MONETARY  
DONATION POLICY.

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**WHEREAS**, private citizens, business groups or other organizations desiring to donate cash or its equivalent for public purposes approach the City; and

**WHEREAS**, donors typically want assurances that their donations will be expended on specific public purposes, which they have specified at the time they make the donation; and

**WHEREAS**, substantial donations, or groups of small donations, have been offered to the City to warrant the development of a mechanism within the City's accounting structure to accommodate them; and

**WHEREAS**, this donation policy will be in conjunction with a special revenue fund called the "Donations Fund" in which the appropriations, revenues and expenditures related to these donations will be recorded and tracked; and

**WHEREAS**, a donation policy is necessary to describe the Donations Fund and provide the accompanying procedures and conditions for accepting monetary donations on behalf of the City of Gig Harbor; and

**WHEREAS**, a donation policy will provide a consistent methodology regarding the accounting for monetary donations; and

**WHEREAS**, the City of Gig Harbor is committed to the accurate and efficient use and tracking of donated funds in keeping with the intent of the donors; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Adoption of the Policy. The City Council hereby adopts the Donation Policy of the City of Gig Harbor, as set forth in Attachment A.

RESOLVED by the City Council this 11th day of July, 2011.

APPROVED:



MAYOR CHARLES L. HUNTER


ATTEST/AUTHENTICATED:



MOLLY TOWSLEE, CITY CLERK

FILED WITH THE CITY CLERK: 06/22/11  
PASSED BY THE CITY COUNCIL: 07/11/11  
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## Attachment A

	<b>CITY OF GIG HARBOR – POLICIES AND PROCEDURES</b>	
	<b>TITLE: MONETARY DONATION POLICY</b>	
<b>POLICY MANUAL SECTION &amp; NO.</b> A-11-04	<b>EFFECTIVE DATE: 07/11/11</b> <b>REVISED DATE:</b>	<b>APPROVED:</b>

### BACKGROUND

Periodically, private citizens, business groups or other organizations desiring to donate cash or its equivalent for public purposes approach the City. Donors typically want assurances that their donations will be expended on specific public purposes, which they have specified at the time they make the donation. Recently, enough substantial donations, or groups of small donations, have been offered to the City to warrant the development of a mechanism within the City's accounting structure to accommodate them. This policy will be in conjunction with a special revenue fund called the "Donations to the City of Gig Harbor Fund" in which the appropriations, revenues and expenditures related to donations with specific conditions will be recorded and tracked. All donations without conditions on their expenditure will be placed in the general fund and may be used for any municipal purpose.

### PURPOSE

This policy and procedure serves to describe the Donations Fund and the accompanying procedures and conditions for accepting monetary donations on behalf of the City of Gig Harbor. The creation of the "Donations to the City of Gig Harbor Fund" (hereinafter identified as Donations Fund) achieves a consistent methodology regarding the accounting for monetary donations.

### PROCEDURES

Please refer to the following process for the "Donations Fund", including the Donation Agreement, for specific procedures to follow for accepting monetary donations on behalf of the City.

#### 1. Purpose & Origin

The purpose of this Fund is to provide for financial administration, including project accounting, of monetary donations to the City and expenditure thereof.

The Donations Fund is only to be used for monetary donations which have a specified purpose. This fund does not intend to substitute for City policy and processes in place regarding donations of real property.

#### 2. Fund Management and Approval Authority

Donors typically want assurances that their donations will be expended on specific public purposes that they have specified at the time they make the donation. Approval authority for each project will be through the affected department, as designated by the city administrator. It will also be the affected department's responsibility to monitor expenditures to ensure that donations are being expended in compliance with the wishes of the donors and to provide feedback to donors should it be requested.

The Finance Department will monitor projects in the Donations Fund to ensure that expenditures do not exceed revenues.

### 3. Appropriations and Budgets

The Finance Department will bring budgetary appropriation adjustments forward for City Council approval periodically as required, but at least annually with the other budgetary adjustments.

### 4. Mechanics of the Donations Fund

- a) When donations which conform to the purpose of this fund are presented to the City, the appropriate department receiving and managing the donation will initiate and approve a Donation Agreement form. The Donation Agreement clarifies the purpose of the donation and the City's position on fulfilling that identified goal. Copies of the form should be filled out and forwarded to the city administrator for approval and signature. The City may accept donations made for a specific purpose via its website when the City has provided a mechanism on its website such that a donor must accept the terms of a Donation Agreement prior to making the donation. A Donation Agreement shall not be required for any monetary donations made without conditions on their expenditure.
- b) Donors wishing to donate funds for park or street furniture shall select from a list of styles and locations as determined by the City.
- c) The donor's original check should be attached to one copy of the Donations Agreement and forwarded immediately to the Finance Department who will deposit the funds into the Donations Fund.
- d) If the city administrator chooses to present the donation to the City Council, the affected department will be contacted to assist in that process; however, the city administrator is authorized to accept donations of \$20,000.00 or less without Council approval pursuant to Ordinance No. 1217.