



MANAGEMENT POLICY

POLICY NUMBER:
105.03

SUBJECT:

Contributions

EFFECTIVE DATE:
12/18/2012
REVISED DATE:

- I. Purpose
This policy describes the general guidelines for the acknowledgement and financial accounting of contributions made to the District by private individuals and organizations. Such contributions are shall be used to benefit the various services provided by the District.
- II. Scope
This policy applies to all employees, volunteers, and board members of the Rio Verde Fire District.
- III. Policy
All District employees who receive private contributions for the benefit of services provided by the District shall notify their supervisor and the Fire Chief of such gifts. At the discretion of the Board of Directors, if a gift is inappropriate or does not support the goals of the District, the gift shall be returned to the donor. Members shall not solicit funds on behalf of the District without approval of the Board of Directors
- IV. Definitions
The term contribution refers to any monetary gift or donation, or other tangible gift of monetary value to be used to benefit the services and programs provided by the District. De minimis gifts are not covered by this policy. Contributions should be used according to the donor's wishes if known. Some gifts, however, may not be specified for a particular use by the donor and may be used at the discretion of the District Board.
- V. Procedure
 - A. Upon receipt of individual, private contributions for the benefit of District programs and services, the District shall deposit the funds into an "Other Income/Expense" account established for such funds.
 - B. Within 10 working days of receiving a contribution from a private individual or group, the District shall acknowledge the gift with a formal thank you letter. The thank you letter should specify how the funds will be used (citing donor's intentions, if known), the dollar amount, and the name of contributor.
 - C. The Board of Directors shall approve the expenditure of all contribution funds.
 - D. The District shall open specific work orders for the purpose of financial accounting and documentation of contribution expenditures.