

## S13. DONATION POLICY

13.1 Policy. The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City and to ensure compliance with applicable laws and accounting procedures. 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.

13.2 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 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 Watertown.

13.3 Acceptance of Donations. 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.

1. Offers of donations of cash or items valued at \$10,000 or below that are not real property shall be considered for acceptance by the Department Head.
2. Offers of real property shall be forwarded to the Mayor considered by the Plan Commission pursuant to Wis. Stats.
3. Donations of cash or items valued more than \$10,000 and up to \$50,000 shall be considered for acceptance by the Mayor. All donations over \$10,000 shall be reported to the Finance Committee as informational.
4. Offers of donations of cash or items valued more than \$50,000 shall be considered for acceptance by the Finance Committee.

13.4 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:

1. Consideration of an immediate or initial expenditure required in order to accept the donation.
2. The potential and extent of the City's obligation to maintain, match, or supplement the donation.
3. The need for the property, including where and what type of property it is (see 13.3(2)).

- 13.5 Fundraising. Solicitation of voluntary contributions shall not violate the Code of Ethics for local officials under Wisconsin Statutes and City of Watertown Code of Ordinances. In addition, no solicitation shall state or imply that a donation will influence or affect how the party is treated by City officer and employees.
1. All fundraising and solicitation efforts shall be consistent with the missions, goals, and mandates of the City. Solicitation for business, commercial, or personal reasons by City employees not directly related to City operations is prohibited. All donated funds or property become public property upon acceptance and shall be used or expended for public purposes.
  2. All significant fundraising and solicitation efforts, as reasonably defined by the Mayor, which support City programs and projects shall be authorized by the City 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.
- 13.6 Accounting. Prior to donation acceptance, the Department shall obtain written approval of the City Clerk/Treasurer 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 office of the City Clerk/Treasurer. No Department shall be allowed to maintain a checking or savings account for fundraising activities that is separate from the City accounting system. The City Clerk/Treasurer shall also be responsible for ensuring donated property is properly insured upon acceptance of said property.
- 13.7 Status of Donated Property. All donated property given to the City of Watertown 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. The City does not guarantee future funding for repair, maintenance, use or replacement of donated items.

## **S14. MISCELLANEOUS CONSIDERATIONS**

- 14.1 Encumbrances and Financial Recordkeeping. Encumbrances are commitments related to contracts that have been issued, but for which no goods or services have yet been received. Encumbrances are recorded in the year they occur for budgetary control purposes.

The signing of a contract creates an encumbrance of the amount required to be paid during the current year. This amount is no longer available for obligation or expenditure unless the contract is canceled.