



## **Town of Dumfries COUNCIL POLICY**

Subject	Fundraising and Donation Policy
Policy Number	CP02-13
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### **TOWN OF DUMFRIES FUNDRAISING AND DONATION POLICY**

The Town Council wishes to have an existing policy in place for those individuals or businesses who may wish to assist the Town in implementing programs or initiatives. To do so, the Town wishes to develop and implement a policy for fundraising and receiving donations for established or identified Town programs, departments and/or initiatives. Identified but un-established programs or initiatives are those identified in the Town's most recently adopted Capital Improvement Program. There may be tax advantages for those who may be willing to donate funds for Town programs, departments, and/or initiatives. The Town will account for all donations including those from fundraising activities with a line item maintained in the budget. The Town Manager or his designee shall be responsible for accounting for all received, approved, and accepted donations. At the end of each fiscal year, donations received during that year will be reported to Council.

#### **I. Fundraising Guidelines for Fundraising**

1. The Dumfries Town Council will approve all fundraising efforts and activities by a majority vote of the Council in advance. Once Council has approved a fundraising effort or activity, the details of the fundraising activity, project or program will be approved in advance by the Town Manager and/or his designee.
2. Approved fundraising events and activities, shall have a clear, identifiable message for the goals for fundraising, including an accurate statement of the programs to be benefitted, items or types of items to be acquired, and the purpose for which all money received will be used.
3. All fundraising donations that are not earmarked for a specific existing Town program, or one identified by the adopted Capital Improvement Program, shall be incorporated into the general fund and such funds shall be spent or donations received shall be used according to the needs of the Town as determined by the Town Manager.

4. All earmarked donations from fundraising activities shall be spent accordingly or they will be returned to the donor. Should the donor not be able to be reached in the event that a Town program is abandoned or altered, then the Town Manager will bring the matter before Council with a recommendation for reallocation of the donated funds. Town Council must pass a resolution approving the reallocation of the donated funds before any of the funds may be used in a manner not consistent with the original donation.

## **II. Donations—Guidelines for Acceptance of Donations**

1. Once donations are received for a specific purpose, the Town Manager or his designee shall see that the funds or donated items are used in accordance with that purpose. However, should the specific purpose for which donations were received be no longer feasible, the Town Manager shall bring this to the attention of the Town Council for direction as to what to do with the specified funds. The Town Manager may make a recommendation on the matter. The Town Council may either: a) return the funds to the original donors; or b) in the event that returning the donations to the original donors is not possible because the original donors are unable to be located or for some other reason, Town Council must pass a resolution to reallocate the specified funds to a new purpose as consistent with the original purpose as possible and not inconsistent with law.
2. The Town government and Council will be mindful of and comply with the Virginia Conflict of Interest Act (COIA). Accordingly, the Town Manager and Town Council may determine that in some circumstances proffered donations are not able to be accepted.
3. Donations may be eligible as a charitable contribution under the Internal Revenue Service but the Town will not participate in placing a monetary value on any donated items. Rather the Town may only acknowledge the acceptance of a gift. The Town reserves the right to not acknowledge the tax deductibility of a donation should there be any concern about a *quid pro quo*.
4. All donations should be accepted by the Town Council by resolution passed by a majority of the Council. Funds that are donated in connection with a fundraising or donation activity approved by Town Council shall be properly accounted for in accordance with this policy and with accepted accounting and bookkeeping practices.
5. There shall be complete transparency of any donations proffered and/or accepted by the Town. This means that the proposed donors will be appropriately and publically acknowledged.
6. All earmarked donations including those donations from fundraising activities or otherwise, shall be spent according to the purpose for which they were donated or the funds will be returned to the donor. Should the donor(s) not be able to be

reached, found or located or in the event that a Town program is abandoned or altered, then the Town Manager will bring the matter before Council with a recommendation for reallocation of the donated funds. Town Council must pass a resolution approving the reallocation of the donated funds before any the funds may be used in a manner not consistent with the original donation.

### III. Specific Charitable Programs

#### 1. Christmas in Dumfries:

Christmas in Dumfries is a program that has been administered by the Town of Dumfries Police Department annually in December. Dumfries Town residents may request that their children participate in this program whereby children are able to shop with a police officer at a local retail store for presents for their families. Donations for Christmas in Dumfries are accepted by the Town and are accounted for by the Town Treasurer.

Donations received for the Christmas in Dumfries program shall be acknowledged by the Town with a letter sent to the donor from the Town Manager, the Treasurer or the Town Manager's designee.

#### 2. Dumfries Cares:

~~Dumfries Cares is a USDOJ grant being administered by the Town Director of Community Services. Donations of money or goods that further the grant or keep this program viable and operating once there is no longer a grant funding this program may be made to Dumfries Cares. Donations may be accepted by the Town and shall be acknowledged by the Town with a letter sent to the donor from the Town Manager or his designee. (9-3-13)~~

#### 2. Town of Dumfries College Scholarship Program ("DCSP"):

~~Consistent with the Town's adopted 2020 Vision Statement, the Town is committed to setting up a scholarship program that will offer college scholarships to high achieving high school seniors. This program is currently not yet funded. Nor have any guidelines been adopted for administering the scholarships. This program is still a work in progress. Once established, donations to this program shall be acknowledged by the Town with a letter sent to the donor from the Town Manager or his designee and accounting for this program will be maintained by the Town Treasurer.(9-3-13)~~

Consistent with the Town's vision statement, the Town of Dumfries is committed to establishing a scholarship program that offers college

scholarships to high school seniors who are planning to attend college and have exceptional academic achievements. This program will be funded by donations from individuals as well as public and private institutions. The donations to the DCSP will be accepted in accordance with the guidelines provided in the Town of Dumfries Fundraising and Donation Policy and the revisions thereof.

Pursuant to the Town of Dumfries Donation Policy, the Town Manager is authorized to receive donations to the scholarship program, and the donations to this program shall be acknowledged by the Town with a letter sent to the donor from the Town Manager or his designee. The accounting for this program will be maintained by the Town Treasurer, and made available to Town Council upon request. (6-3-14)

3. Other Grant programs awarded to the Town:

From time to time, there may be other grant-funded programs that are awarded to the Town. Donations of money or goods that further the grant or keep these grant programs viable and operating once grant funding is no longer available may be accepted, when appropriate and upon the approval, in advance by the Town Council. Once Town Council has approved specific grant programs that are eligible for donations or fundraising, donations may be accepted by the Town and shall be acknowledged by the Town with a letter sent to the donor from the Town Manager or his designee. All monetary donations shall be properly accounted for by the Town Treasurer. (9-3-13)