



Town of Dumfries
Council Meeting

Meeting Date:	January 22, 2013
Agenda Item#	VI - G

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws

PRESENTER: Christine Sanders

PRESENTER TITLE: Town Attorney

AGENDA ITEM:

Draft Fundraising and Donation Policy

BACKGROUND / SUMMARY:

During Ginn Park Committee meetings and subsequent Council meetings, it was determined that the Town Council may wish to adopt a fundraising and donation policy in order to formalize the process for acceptance of donations and for fundraising initiatives. Attached is a draft for Council's review, comment, and discussion.

ATTACHMENTS:

Draft Fundraising and Donation Policy

REQUESTED ACTION:

Discussion and decision on whether to move this to a regular meeting for adoption

FOR MORE INFORMATION, CONTACT:

Name: Christine Sanders

Phone#: (703) 221-3400 ext 112

E-mail: csanders@dumfriesva.gov

FOR USE DURING MEETING

- | | | |
|--------------------------|--------------------------|----------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Brewer |
| <input type="checkbox"/> | <input type="checkbox"/> | Reynolds |
| <input type="checkbox"/> | <input type="checkbox"/> | Wood |

VOTE:

- | | | |
|--------------------------|--------------------------|---------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Foreman |
| <input type="checkbox"/> | <input type="checkbox"/> | Toney |

PASSED

- | | |
|--------------------------|--------------------------|
| Y | N |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

NOT PASSED

- | | |
|--------------------------|------------|
| | |
| <input type="checkbox"/> | Forrester |
| <input type="checkbox"/> | Washington |



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MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Christine R. Sanders, Town Attorney
DATE: November 2012
RE: Fundraising and Donation Policy - **DRAFT** -

In connection with discussions surrounding the development of Ginn Park, I was asked to develop a fundraising and donation policy to submit to Council for input, review, and ultimately approval.

Attached is a copy of a draft policy for your review. If you will, please provide me with your detailed comments or questions by either email or you may write your comments on this draft and place in my inbox at Town hall. In discussions with the Town Manager, it is our hope to place this on a work session agenda early in 2013.



Town of Dumfries COUNCIL POLICY

Subject	Fundraising and Donation Policy
Policy Number	CP02-13
Original Effective Date	February 5, 2013
Revision Date	

DRAFT

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 comprised 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.

I. Fundraising Guidelines for Fundraising

1. The Dumfries Town Council will approve all fundraising efforts by a majority vote of the Council in advance. Details of the fundraising project or program will be approved in advance by the Town Manager and/or his designee.
2. Approved fundraising events, shall have a clear, identifiable message for the goals for fundraising, including an accurate statement of the programs to be benefitted, 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 program, or one identified by the adopted Capital Improvement Program, shall be incorporated into the general fund and such funds shall be spent 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 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 donations will be

reallocated into the next best program as determined by the Town Manager or his designee.

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 a specific program no longer be active, the Town Manager may use his/her discretion to reallocate donated items or funds for a similar program with similar goals.
2. The Town government and Council will be mindful of the Virginia Conflict of Interest Act (COIA) in deciding to accept donations of funds or property and 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 must be accepted by the Town Council by resolution passed by a majority of the Council.
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 shall be spent accordingly or 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. A resolution must be passed 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. Qualifying families' children may participate in this program whereby children are able to shop with a police officer at a local retail store for presents for their families.

Families qualify for this program by guidelines set by the Prince William County Department of Social Services. Donations are accepted by the Town and are accounted for by the Town Treasurer.