

BOARD DIRECTED POLICY

To: BCC Employees

From: Don G. Donaldson, PE CFM
County Administrator

Subject: Donation Policy

Effective Date: April 9, 2024

BCC Meeting: April 9, 2024

Amended by: Administration Department

Agenda # Consent-____ **Item #** 24-0795

PURPOSE

To establish the policies and procedures relating to the acceptance of donations from the public for County purposes.

Authority:

- Florida Statutes, Section 218.33
- Florida Statutes, Chapter 274
- Martin County Code, ~~Section 1-33, (8)~~

POLICY

Due to the nature and quality of services rendered by some County operations, donations are made by citizens, businesses, charitable and other organizations. Donors generally specify the use of their donation for the improvement of the quality of life by recipients of the services or enhancement of the operations.

County policy does not allow the active solicitation of donations by County employees in a manner which could be construed as being coercive or a conflict of interest. However, donations to be used for purposes consistent with County policy will be accepted with appreciation.

Prior to initiation, all departmental solicitation efforts must first be approved by the Department Head.

PROCEDURE

All cash donations shall be recorded in accordance with generally accepted accounting principles for local governments, applicable laws, especially Section 218.33 and Chapter 274 F.S., and County Policies and Procedures. In accordance with the County's chart of accounts, donations shall be recorded in revenue source 36600 (contribution/private sources).

There are two categories of donations:

Category 1 - Donations with no restrictions

These donations shall be recognized in the appropriate fund as revenue upon receipt and shall be budgeted into the fund balance forward for the ensuing fiscal year.

Category 2 - Donation for a specific purpose and/or specific instructions

Those donations shall be recognized as revenue upon receipt and unless specifically required otherwise shall be budgeted into the appropriate fund balance forward for the ensuing fiscal year. The appropriate fund, agency and organization shall be determined in accordance with the specific instructions or purpose provided by the donor (i.e. donation to Animal Regulation shall be recorded in the fund, agency and organization best suited to accomplish the intended purpose of the donation).

BOARD DIRECTED POLICY

A. TANGIBLE PERSONAL PROPERTY OVER \$499.99

1. Donors of tangible personal property will be given a receipt in the form of a letter appropriately thanking the donor. The letter will contain the donor's name, the serial number or model number, or other nomenclature to thoroughly identify the item, a date, and either a Department or Division Management signature (See Exhibit A for recommended format.)

Copies of the letter will be distributed as follows:

- a. ~~Fixed Assets Division~~ Purchasing Division
 - b. County Administrator
 - c. Department Head/Custodian
 - d. Board of County Commissioners is to be notified of any donation of \$1,000 or more.
2. Donated tangible personal property with an estimated value over \$5,000 will have its value established by an appropriate appraisal which will be obtained by either the County or the Donor.

UNDER \$499.99

1. Donors of tangible personal property will be given a receipt in the form of a letter appropriately thanking the donor. The letter will contain the donor's name, the serial number or model number, or other nomenclature to thoroughly identify the item, a date, and either a Department or Division Management signature. (See Exhibit A for recommended format.)

Copies of the letter will be distributed as follows:

- a. Department Head/Custodian

B. CHECKS, MONEY ORDERS & OTHER INTANGIBLES

1. County personnel will, when practical, advise persons wishing to make donations in the form of checks or money orders to make them payable to the Board of County Commissioners. Stocks, bonds and other intangibles should also be transferred to the County in the name of the Board of County Commissioners. The Finance Department will convert such stocks, bonds and other intangibles to cash or instruct and supervise conversion by the recipient department personnel.
2. Donors of checks, money orders, stocks, bonds and other tangibles will be given a receipt in the form of a letter signed by the Department/Division Head appropriately thanking the donor and completely describing the item or items donated, including the amounts, dates, and the donor's instructions. (See Exhibit B for recommended format.)

Copies of the letter will be distributed as follows:

- a. Finance, with original checks, money orders, stock certificates, bonds, wills and other intangibles, and any instructions from the donor specifying the purpose and category for which the donation is to be used.
 - b. Department/Division Head or both as appropriate.
 - c. Board of County Commissioners is to be notified of any donation over \$1,000 or more.
3. If the donor wishes to contribute cash, the donor will be given a cash receipt and both the duplicate receipt and the cash will be sent to Finance along with a copy of the letter to the donor.

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C. EXEMPTIONS

1. Client donations which are partial reimbursements for services rendered.
2. Donations of food and clothing will be governed by the appropriate departmental Policy and Procedure Manual.

D. ACCOUNTING FOR DONATIONS OTHER THAN TANGIBLE & REAL PROPERTY

1. Donations intended for enhancement of operations of an activity will be deposited in the fund of the department/division responsible for activity. Amounts credited to the account will be held as unanticipated revenue until appropriated for expenditure or reserve according to standard budgeting procedures.
2. Donations in this category will be expended as follows:
 - a. For small purchases the current County Petty Cash Policy may be used.
 - b. Purchases which cannot be made through the use of petty cash and which are less than \$200 may be procured subject to the advise from the Department/Division Head in memorandum form, stating the name, serial or model number or other nomenclature which thoroughly describes the item or service to be procured, and the selling price. Finance will acknowledge or deny availability of donated funds to pay for the item or service requested. After delivery or installation, the Department Head will forward the invoice to Finance with a report of goods or services received stating the name, serial or model number or other nomenclature thoroughly describing the item or service received. Upon receipt of acknowledgment of receipt of goods, Finance will pay the invoice.
 - c. Items over \$200 will be process through the normal purchasing procedures.

E. REAL PROPERTY DONATIONS

An evaluation of property proposed for donation will be undertaken in order to make a determination of its appropriate use. The department head responsible for that use will conduct the evaluation and make a recommendation as to the acceptance of the property.

Any donation of real property should be coordinated with the Property Management Division and Purchasing Division ~~Fixed Assets Division~~ using their procedures and be approved by the Board prior to acceptance.

F. DEDUCTIBILITY OF GIFTS FOR INCOME TAX PURPOSES

Staff should not make any representations as to the amount of a federal income tax deduction, if any, which may accrue to the donor.

G. RECOGNITION

In addition to the written letter of appreciation, the County Administrator, or his/her designee, may authorize additional recognition to donors whose donations value are \$15,000 or more.

Don G. Donaldson, PE, CFM
County Administrator

Suppression History:

Agenda # lib99a.004, Item #4G1.

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EXHIBIT A

MARTIN COUNTY BOARD OF COUNTY COMMISSIONERS

2401 S.E. Monterey Road
Stuart, Florida 34996

The Martin County Board of County Commissioners acknowledges and appreciates your donation.

It is acknowledged by the donor that the County has complete freedom in determining what disposition is to be made of all donations.

It is the policy of the County to refrain from expressing any monetary evaluation on donations.

The County thanks you for your generosity.

For the County

Please Print First Name and Last Name

Signature of Donor

Date

BOARD DIRECTED POLICY

EXHIBIT B

Dear _____:

The Martin County Board of County Commissioners appreciates your donation. Please accept this letter as the County's acknowledgment that on _____ (DATE) you have donated _____ to Martin County.

Name (Department/Division Head)
For the County

Please Print First Name and Last Name

Signature of Donor

Date

cc: County Administrator
Purchasing Division
~~Purchasing Manager~~
~~Fixed Assets~~