



## DONATIONS TO THE DISTRICT

It is the policy of the District to facilitate the acceptance of donations at all levels of the organization while striving to ensure that they are used as intended by the donor. The District may solicit donations.

### PROCEDURES

Cash donations must be given to the Treasurer for deposit and are incorporated into the monthly treasurer's report. Approval of the treasurer's report by the Board constitutes acceptance of monetary donations.

Unless the donor specifies a purpose, all monetary donations shall be deposited in the District's General Fund. If the donor specifies a recipient department (Pike or Alleghany) with no other restrictions, then the deposit shall go into the specified department's "unallocated fund".

Donations of items should be approved by the appropriate Fire Chief, but may be accepted by any Officer or Director of the district if they are confident that the item will benefit the district and they are not able to contact the appropriate Chief.

Donations of items shall be kept in the inventory of the receiving department; unless a decision is made to make a transfer between departments per Inventory Policy #2050 (to be developed).

At the time of acceptance of an item, the Treasurer shall be provided with documentation regarding the estimated value of the item and the name of the donor.

The Secretary or Treasurer shall send a thank you letter and receipt to the donor for tax-purposes. Donations of items valued at \$5,000 or more must have their value declared by an independent 3<sup>rd</sup> party prior to a receipt being issued.

Annually, when the fiscal year is ready to be closed-out the Treasurer shall provide a list of all donations of items valued at \$100 or more for the preceding fiscal year to the board for acceptance and if applicable, to be added to the district's inventory for insurance purposes.

All donations become the sole property of the District and can be utilized in any manner in the best interest of the District.

The District shall abide by all applicable legal directives of California State Law and IRS code.