

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

BOARD OF COMMISSIONERS-APPROVE DONATION PROGRAM CHANGES

BE IT RESOLVED, that the Board of Commissioners hereby approves the donation program changes to the Budget policy; as presented; and

BE IT FURTHER RESOLVED, that these changes shall be incorporated into the Budget Policy and posted online.

4.19 Donations and Surplus Programs:

4.19.1 Planning and Approval to Accept Donations

4.19.1.1 Acceptance and use of any donation (money, goods, or services) shall be consistent with the nature of the County's Services and Programs, Strategic Goals, and internal controls and subject to the approval of the Board of Commissioners or CAO pursuant to Appendix 6.D and shall be submitted utilizing the Work Order/(RFA) process.

4.19.1.2 Service Areas, anticipating receipt of donations (or expecting to solicit donations through fundraising efforts) and expecting to use or expend donations (other than receiving monetary donations as a general revenue) on an ongoing basis, shall develop a Donation Plan to be submitted to the CAO.

4.19.1.3 The Plan shall define and establish the estimated useful life of the asset, a funding plan for any ongoing costs and/or replacement costs, use, and disposition of the asset. All donation activity shall be appropriately tracked within the County's financial system.

4.19.1.4 Unless otherwise approved through a Donation Plan, consistent with Appendix 6.D, or permitted within Board of Commissioners approved policy, donations for a restricted purpose shall not be accepted.

4.19.1.5 Donations from service providers currently doing business with the County, having done business with the County in the last 12 months or likely to do business with the County in the next 12 months are specifically prohibited. Infrequent and de minimis items that are generally made available to a broader audience and therefore not an influential factor in decision making processes (e.g. product samples, conference trinkets, holiday greetings) shall not be considered donations.

4.19.1.6 Donations as Recognition/Appreciation – Services Areas (not individuals) may receive donated goods as recognition/appreciation to the extent such is infrequent and de minimis. Example 1, perishable/consumable items such a food in recognition of service or working lunches (e.g. pizza, desserts, *flowers/plants*, etc.) Example 2, token items of appreciation generally valued under \$100 (e.g. service area plaques, photos, inspirational decorations).

4.19.1.7 Monetary Donations - Unless otherwise approved as part of a Donation Plan or approved consistent with the thresholds in Appendix 6.D, monetary donations shall be considered and treated as all other revenue, offsetting existing expenditures, and not be carried over into a subsequent fiscal year.

4.19.1.7.1 All monetary donations must be handled in accordance with the Treasurer's Receipting Policy.

4.19.1.7.2 Service Areas expecting to receive monetary donations as a revenue to offset existing expenditures on a regular basis shall include estimates of donation revenue in the annual budget process.

4.19.1.7.3 Unless otherwise approved through a plan, monetary donations are not eligible for expenditure until received as revenue and approved as an expenditure through an approved budget adjustment in accordance with the budget adjustments portion of this budget policy.

4.19.1.8 Once approved for acceptance the Service Area receiving the donation shall acknowledge and express thanks to the donor(s) on behalf of the County.

4.19.2 Approval to accept goods or services, or purchase goods or services with monetary donations:

4.19.2.1 Goods Acquired through Government Surplus Programs or through Donation: Eligible Service Areas may participate in Government Surplus Property Grants, such as the Federal 1033 Program or may receive donated goods subject to the following requirements:

4.19.2.1.1 All donated goods, or goods to be purchased with monetary donations, which have been pre-approved through the County's Capital Improvement Plan (CIP) and/or Annual Budget/Operational Plan shall be received or purchased with the appropriate review and approval consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

4.19.2.1.2 In determining review/approval levels, only the estimated replacement value (what it would cost the county to replace the donated good with a new good) shall be applicable. Replacement value shall be determined by acquiring a quote(s) for a new equivalent good.

4.19.2.2 Regardless of value, donated goods and services, and goods and services purchased resulting from a monetary donation, in consideration of being acquired shall undergo the appropriate review/approval consistent with county policy and operational support standards, which includes, but is not limited to the following:

4.19.2.2.1 Technology items (e.g. laptops, portable electronic devices, printers, software, etc.) shall be reviewed in advance by Information Services.

4.19.2.2.2 Facility items (e.g. furniture, appliances, etc.) shall be reviewed in advance by Facilities Management.

4.19.2.2.3 Vehicle shall be reviewed in advance by Transportation.

4.19.2.2.4 Personnel/staffing related plans shall be reviewed in advance by Human Resources.

4.19.2.2.5 Services/service agreements shall be reviewed in advance by Project Management.

4.19.3 When submitting a Work Order/RFA for final approval to accept a donation or make a purchase resulting from a monetary donation, evidence of the reviews outlined above shall be provided.

4.19.2.4 In cases where a monetary donation will be utilized to fund a good or service, such good or service shall be acquired by the support area above most closely relating to the nature of the good or service on behalf of the requesting Service Area.

4.19.2.5 Service Areas may acquire surplus or donated goods valued up to \$500 considered to be general operating goods for the nature of work performed by that Service Area.

4.19.2.6 In cases where a good becomes available through a governmental surplus or supplies program (e.g. 1033 DOD program) that has not been approved through an existing plan, exceeds the value of \$500, and is identified as needed, the item shall be reserved for 14 days and submitted for consideration, consistent with the value thresholds in Appendix 6.D (operational/capital purchases).

4.19.13 The Service Area shall maintain and furnish the CAO with access to all agreements, records, and property inventories for all items related to this County donation policy.