



Gift and Donation Acceptance Policy

I. **Purpose and policy**

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Crete. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City.

Guidelines/standards for accepting gifts or donations established by this policy will apply to all donations or gifts made after the effective date of this policy. The policy may be amended or repealed, in whole or in part, by Crete City Council

II. **Types of Donations**

Donations may be offered in the form of cash, real or personal property. Designated donations means those donations that the donor specifies for a particular City department, location, or purpose. Undesignated donations means those donations that are given to the city for an unspecified use.

III. **Consistency with City Interests**

Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of the City of Crete. The city must always consider public trust and comply with all applicable laws when accepting donations.

IV. **Guidelines/Standards for Accepting Donations**

a. Acceptance of undesignated Donations of Cash or Tangible Items

All donations to the City, including offers to employees related to the City, shall immediately be submitted for consideration for acceptance. City employees shall not personally benefit from any donations offered. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrants acceptance of the donation. The following points list the threshold amounts for donation acceptance.

- i. Offers of donations of cash or items valued at \$2,500 or below may be accepted by Department Heads.
- ii. Offers of donations of cash or items valued at more than \$2,500 and up to \$30,000 may be accepted by the City Administrator.
- iii. Offers of donations of cash or items valued at more than \$30,000 must be accepted by the City Council. Donations valued at more than \$30,000

shall be accepted through a written agreement consistent with these guidelines and approved by the City Council.

- iv. Offers of donations for gratuitous purposes (e.g., holiday gift baskets, etc.) to any employee, department or the City shall be made available to the benefit of all employees.

b. Acceptance of Designated Donations of Cash or Tangible Items

- i. Based on the value of the donation offer as outlined in Section 3 above, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:
 - 1. Consideration of an immediate or initial expenditure is required to accept the donation.
 - 2. The potential and extent of the City's obligation to maintain, match, or supplement the donation.
 - 3. The donation will not conflict with any provisions of the law and shall not conflict with the comprehensive plan.
 - 4. The net value added to the community through the donation.

V. Acknowledgement of Donations

- a. A Donation Acceptance Form is required to be completed by the receiving Department Director or the City Administrator for all donations provided to the city.
- b. Acknowledgement of the donation should be in writing and be the responsibility of the Department Director who is the beneficiary of the donation. Undesignated donations shall be acknowledged by the City Administrator. A copy of the acknowledgement shall be forwarded to donors.
- c. The Donor Acceptance Form including the donor names and donation amounts are public information subject to disclosure pursuant to the Nebraska Public Records Laws (Neb. Rev. Stat. §§ 84-712-84-712.09)

VI. Declined Donations

- a. The City of Crete reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the City to be not in the best interests of the City.

VII. Ownership of Donations

All donations or gifts shall become the sole property of the City unless determined otherwise by the City Council. All donations are irrevocable and final upon receipt by the City.