

## **Charitable Donation Policy**

*Adopted: January, 2011*

Section 3's Council does not view itself as a grant-making governmental agency. Its main responsibility is to use taxpayer funds to support services to the entire community that promote the health, safety and welfare of the residents of our community. However, from time to time, there may be worthwhile projects and causes for which a modest donation from Section 3 would be in keeping with these larger goals. It is with great care that we enter into any decision to provide donations to specific organizations and causes.

With that in mind, the Council has adopted the following policy statement regarding donations to be made now and in the future:

Requests for donations can be made only by Section 3 residents and must be made in writing.

Any donation must directly or indirectly benefit a large number of Section 3 residents.

We donate only to nonprofit groups that serve the community.

We make only one-time donations for specific items and do not fund operating expenses. Where possible, we pay for those items directly rather than through the nonprofit or reimburse the nonprofit based on receipts submitted to us. In all cases, recipients must provide a letter of receipt indicating the amount received and confirmation of what the money was used for. This is for audit purposes and to be accountable to our residents.

Wherever possible, we will make a portion of our donation in the form of matching funds for donations made by Section 3 residents to the same organization and purpose (up to a ceiling determined by the Council), which we will publicize to residents. This will ensure we support organizations and purposes at a level linked to the level of resident support. The Council may decide to make a base donation plus a match, or to make the full donation based on matching resident donations up to a match ceiling per household as well as a ceiling for the entire donation.

All donations made will be publicized in Council meeting minutes.