

RESOLUTION NO. 2020 - 114

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AUTHORIZING THE ADOPTION OF A DONATION ACCEPTANCE POLICY AS AMENDED AT PUBLIC MEETING. JEDL

WHEREAS, Radnor Township receives donations of various types for general or specific purposes and desires to adopt a donation acceptance policy; and

WHEREAS, a donation policy will insure a transparent process for the acceptance of such donations.

NOW, THEREFORE, be it **RESOLVED** that the Radnor Township Board of Commissioners does hereby approve the Donation Acceptance Policy, a copy of which is attached hereto and incorporated herein as Exhibit "A".

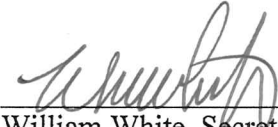
SO RESOLVED this 5 day of October, 2020.

**RADNOR TOWNSHIP
BOARD OF COMMISSIONERS**

By:


Name: Jack Larkin
Title: President

ATTEST:


William White, Secretary

Radnor Township Donation Acceptance Policy

A. Background:

From time to time, donations of many types are offered to Radnor Township for general or specific purposes. Uniform criteria and procedures guide the review and acceptance of such donations, provide the Township with relevant and adequate resources to administer and deploy such donations, and ensure the Township appropriately acknowledges the donor gift in a manner in keeping with existing Township policies (e.g. sponsorship, signage policies).

B. Purpose:

To provide guidelines for accepting gifts and donations in a transparent, responsible, and accountable manner. To ensure donations are consistent with Township goals and provide a mechanism for public engagement.

C. Specific Objectives:

1. To establish and guide relationships with donors who share the Township's commitment to community enhancement and a high-quality civic environment.
2. To enrich the Radnor Township community by responsibly and efficiently managing donations.
3. To support opportunities for donors to help fund new and existing facilities, projects, programs, and activities to benefit the Township and its residents; and
4. To work with private individuals, businesses, and non-profits to document the donor's intent to support the Township's strategic goals at the time the donation is made and in the long-term.

D. Definitions:

Beneficiary Department Head shall mean the Director of the Township department for which the *donation* is designated or intended. The Township Manager shall act as the *Beneficiary Department Head* if none is designated.

Donation or *Gift* shall mean a monetary (cash) contribution, personal property, real property, financial securities, equipment, in-kind goods or services, or any other asset that the Township has accepted and for which the donor has not received any goods or services in return. For purposes of this policy of the Radnor Township Board of Commissioners, the terms *donation* and *gift* shall be synonymous.

Donor shall mean a person or other legal entity that proposes or provides a donation to the Township.

Endowment shall mean donations which are respected to the extent only earnings, and not principal, may be used for a particular Township department, location, affiliated entity (e.g. library or fire/ambulance) or purpose.

Restricted donation shall mean donations designated at donor request for a particular Township department, location, affiliated entity or purpose.

Unrestricted donation shall mean a donation to the Township without any limitations being placed upon its use.

E. General Principles:

1. This policy is intended to guide the manner in which the Township staff accept donations on behalf of the Township.
2. Donations will not become the property of the Township until accepted by the Township consistent with this policy.
3. Only Township officials authorized by this Township policy may accept donations.
4. The Township has no obligation to accept any donation proposed by a donor.
5. All donations will be evaluated by the Township prior to acceptance to determine whether the donation is in the Township's best interest and is consistent with applicable Township ordinances, resolutions and policies.
6. The Township does not provide legal, accounting, tax or other such advice to donors. Each donor is ultimately responsible for ensuring the donor's proposed donations meet the donor's charitable, financial, and estate planning goals. Donors should seek a professional advisor for this input.
7. The Township must determine whether an expenditure of Township funds, either having direct budgetary impact or the use of Township staff, resources, and/or materials, is associated with or required by acceptance of the donation prior to acceptance.
8. The Township must determine if the donation creates a new, one-time, or on-going general obligation for the Township.
9. The donation must be used for official Township business and not for political activities or other personal business.
10. A donor may restrict a donation for a particular Township department, location, affiliated entity, or purpose, but not designate the Township official who may use the donation.
11. The Beneficiary Department Head is responsible for acknowledging receipt of and thanking, on behalf of the Township, the donor.
12. The Beneficiary Department Head will work with the Director of Finance or designee to determine the appropriate accounting and reporting for the donation in accordance with the Radnor Charter and Generally Accepted Accounting Principles.

F. Donation Acceptance Procedures:

1. Trust and endowments - The Board of Commissioners shall be advised of the gift and staff shall provide recommendations for its use, all of which must be approved by a majority vote of the Board before the Township takes the gift into custody. If accepted, will be administered by the Township Finance Department with appropriate reporting to donors.
2. Publicly traded equity and debt securities - The Board of Commissioners shall be advised of the gift and staff shall provide recommendations for its use, all of which must be approved by a majority vote of the Board before the Township takes the gift into custody. If accepted, funds will be immediately sold upon receipt in the Township's brokerage account. Sale proceeds will be deposited into the Township General Fund, unless restricted for a specific purpose by the donor and these will be deposited into an appropriate affiliated account.

3. Real property shall be approximately valued by Township designated appraiser. The Board of Commissioners shall be apprised of the gift and its value and staff shall provide recommendations for its use. Staff must also report regarding expenditures of maintenance obligations, potential liabilities (hazardous conditions, environmental and/or stormwater concerns), special restrictions, any recommendations for conditions of acceptance, and a clear determination as to how the property will be managed. All aspects of the real property gift must be vetted and evaluated by the Board of Commissioners and can only be accepted by a majority vote of the Board.
4. Cash and real goods – Once all General Principles have been applied to the gift, the Township Manager shall seek approval from the Board of Commissioners to accept, appropriate, and expend the donation if the gift exceeds \$5,000.00. If the gift is \$5,000.00 or below, the Beneficiary Department Head and Township Manager have the authority to accept the gift, but for purposes of donor stewardship, should alert the Board of Commissioners to the gift.
5. The Township shall be precluded from accepting any donations or gifts exceeding \$5,000.00, from any business or person that has had official township business before the Township over the previous twelve months or currently.

G. Notification & Stewardship:

All Township employees should be made aware of this policy and new employees should be guided with regards to this policy during new employee orientation.

Donors should be acknowledged upon donation, with their approval, at a meeting of the Radnor Township Board of Commissioners.