

CITY OF STOUGHTON POLICY FOR THE SOLICITATION,  
ACCEPTANCE AND DISTRIBUTION OF MONETARY CONTRIBUTIONS

The Common Council of the City of Stoughton recognizes the value of encouraging contributions for the use of City departments in order to defer the need to raise taxes to provide necessary City services. Private contributions also allow individuals and organizations to take an active role in improving the quality of life and promoting wider enjoyment of community activities and resources. To promote consistent and best practices by all City employees and departments, and to ensure compliance with applicable laws and accounting procedures, the Common Council establishes the following policy and guidelines related to the solicitation, acceptance, and distribution of donated monetary gifts for use by the City and its departments:

1. Solicitation of voluntary contributions shall not violate the Code of Ethics for local officials under Wisconsin Statutes and Stoughton Ordinances. In addition, no solicitation shall state or imply that a donation will influence or affect how the party is treated by City officers and employees.
2. All fundraising and solicitation efforts shall be consistent with the missions, goals and mandates of the City. Solicitation for business, commercial, or personal reasons by City employees not directly related to City operations is prohibited. All donated funds become public funds upon acceptance and shall be used and expended for public purposes.
3. All fundraising and solicitation efforts to support City programs and projects shall be authorized by the Common Council. Council authorization may include continuing authorization or authorization for a one-time only project.
4. Following Council authorization, the Department shall obtain written approval of the Finance Director/Treasurer regarding procedures for the fundraising project. Said approval shall include proper accounting protocols for fundraising revenues and expenditures to be coordinated through the office of the Finance Director/Treasurer. No Department shall be allowed to maintain a checking or savings account for fundraising activities that is separate from the City accounting system.
5. Except pursuant to Wisconsin Statutes Section 43.58, which pertains to public libraries, all donated funds collected by any City officer or employee shall be, within three (3) days, provided to the Finance Director/Treasurer, unless otherwise authorized by the Common Council. Said funds shall be recorded in separate accounts established for such donations.

7. All donated funds shall be used for the specific purpose for which they were solicited and shall be subject to such policies and guidelines as the Common Council may provide. No such funds shall be spent without Council approval and the expenditures shall be fully accounted for in the City's accounting system in accordance with generally accepted accounting practices.
8. The Department conducting the fundraising or solicitation activity shall implement an appropriate method of acknowledging and thanking donors based upon the type and/or amount of the donation. The Department shall notify the Mayor of major donations and upon the completion of the fundraising effort so that, where appropriate, proper recognition may be expressed at a meeting of the Common Council.
9. City mail services may be used for Council-approved solicitation or fundraising projects. The City and its Departments shall not release mailing lists of City employees or known donors to individuals or outside organizations.
10. If the use of City building space or equipment is required, the Department responsible for the fundraising activity shall submit a completed Facilities Use Request form to the City Clerk' office.
11. Inquiries regarding this policy may be directed to the Office of the Finance Director/Treasurer at 873-6677 ext. 102, or the Office of the City Clerk at 873-6677 ext. 103.

ADOPTED BY THE COMMON COUNCIL ON OCTOBER 26, 2004.

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## Fire Department Addendum... Donation Policy

1. As concerns #7 of the City Policy, donations received for the benefit of the Fire Department, shall be used exclusively for that purpose only. Donations shall be categorized as “Ladder Truck Equipment”, or “Misc. Fire Equipment”. Donations received which have not been designated by the donor for one of these major categories, shall be given an “undesigned” classification. At the Fire Departments option, monies may be transferred from the “undesigned” category to other approved categories. The approval process for the disbursement of Fire Department donated funds shall be in the following order; A. Fire Department Volunteer member Finance Committee, B. Fire Chief, C. Normal City disbursement protocol including review by Clerks Department, Finance Director, Finance Committee, and finally, the City Council. Funds solicited by the Fire Department are to be used for the purpose intended.
2. The City Purchasing Policy applies to Fire Department expenditures with one exception: The bidding requirement threshold shall be \$10,000 instead of \$5,000.
3. A “petty cash checking account” may be maintained by the Fire Department, out of donated funds, for their incidental needs. (I.e. necessary purchases where the routine City disbursement protocol doesn’t work.)

Approved by the Common Council October 26, 2004