

<b>CITY OF MENASHA POLICY</b>		<b>TITLE: Donations</b>	
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**I. PURPOSE**

The City may accept donations, gifts or grants for any public governmental purpose. This policy sets guidelines for the acceptance of gifts to the City.

**II. Real Property**

Regardless of any dollar threshold, the acceptance of any gift of "Real Property" shall require the approval of the Common Council.

**III. Budgeted Gifts**

Departments that regularly accept gifts as a function of their regular business (e.g. meal sites, park benches, fireworks, etc.) should include an estimate of said gifts in the annual budget.

**IV. Unbudgeted Cash & Non-Cash (e.g. In-Kind) Gifts.**

- a. Department Heads have the authority to accept unbudgeted gifts to the City with a value of \$5,000.00 or less.
- b. Unbudgeted gifts to the City with a value of greater than \$5,000.00 and up to \$10,000.00 shall require the approval of the Department's Committee of jurisdiction.
- c. Unbudgeted gifts to the City with a value over \$10,000.00 shall require the approval of the Common Council.