



# CITY OF KEENE

R-91-15

the Year of Our Lord One Thousand Nine Hundred and ..... NINETY ONE .....

A RESOLUTION ..... RELATING TO ACCEPTANCE OF DONATIONS .....

*Resolved by the City Council of the City of Keene, as follows:*

WHEREAS: Donations, which are not designated as Trust Funds, are periodically given to the City of Keene to fund various programs or specific items or in the name of various Departments or Divisions, and

WHEREAS: By normal accounting standards such donations would be accounted for as general revenue, and

WHEREAS: Such an approach often does not satisfy the donor because they feel their gift then just offsets taxes and is not being used as intended.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEENE: that the standard procedure, which meets auditing requirements, for accepting such donations will be as follows: "The City Council will approve the acceptance of all monetary donations. These donations shall be accepted for a specific item OR for a program and/or in the name of a City Division or City Department. In either case, the donations will be set aside in a deferred revenue account where the funds will remain until expenditure. Donations for a specific item or program will be as specifically originally accepted and designated without further Council approval. Donations given more generally in the name of a specific Division or Department will not be expended until a specific recommendation for expenditure is made by the City Manager and approved by the City Council. The revenue will be recognized in the City's books upon this expenditure."

In City Council July 18, 1991.  
Referred to the Finance Committee.

*Patricia Little*  
City Clerk

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Aaron A. Lipsky, Mayor

PASSED: August 1, 1991

A true copy; attest:

*Patricia Little*  
City Clerk

6B1

City of Keene  
New Hampshire

July 31, 1991

TO: Mayor and Council

FROM: Finance Committee

SUBJECT: RESOLUTION R-91-15: RELATING TO ACCEPTANCE OF DONATIONS

With little discussion, the Finance Committee voted 4 - 0 to recommend adoption of Resolution R-91-15.

  
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Chairman/Designee

City of Keene  
New Hampshire

6B1

June 27, 1991

TO: Mayor and City Council  
FROM: Finance Committee  
SUBJECT: MEMORANDUM - FINANCE DIRECTOR - DONATIONS TO CITY DEPARTMENTS

The Finance Committee voted 5 - 0, to recommend to the City Council that the City Council direct staff to draft a resolution that would provide an approach to donations and gift acceptance by the City that would better meet the intent of the donors by providing a system whereby their donation could be seen as an addition to the department rather than as an offset to taxes.

Robert E. Williams  
Chairman/Designee

Background Notes:

The City Manager explained that the City has been the beneficiary of certain gifts given by individuals or corporations. Often the donor does not specify a particular purpose for the donation other than it should be used by a particular department. Unless a Trust is set up, Council policy and accounting standards require that such donations simply be credited to the General Fund which funds the department. The Finance Director explained that she had developed a system that could classify such gifts as deferred revenue and then charge any expenditure by the department for the particular activity requested by the benefactor against those deferred revenue accounts.

The City Manager explained that he would be more than happy to draft a resolution that would define how the deferred revenue approach would be implemented.

In City Council July 18, 1991.  
The report was filed into the record.

City Clerk