

La Jolla Parks and Beaches, Inc.

Policy on Management of Charitable Contributions

Adopted by vote of the membership 27 February 2017; Revised 25 September 2017

1. According to LJPB bylaws, a Project is a proposed park development project within the LJPB geographical Area which has been undertaken by LJPB after approval by a vote of the membership; this policy is applicable to any Project which intends to solicit charitable contributions including grant funds, as well as charitable contributions made to and grants received by LJPB for general operations.
2. Charitable contributions and grant funds will be accounted to the Project or the general LJPB operating account according to the written instructions of the donor and will be administered accordingly except as otherwise provided in this policy (see #11 below).
3. Each Project will have a working group which has been approved by the membership, the leader of which shall report on the Project status at each regular meeting of LJPB.
4. The Project working group leader, or the treasurer in case of the general operating account, will be responsible for writing a letter of acknowledgment to each donor which will include necessary information for the donor's tax records; a recommended form for such use is attached to this Policy.
5. The general operating account is intended to be used for LJPB operating expenses such as postage and insurance; contributions received without a specific designated purpose or Project shall be allocated to the general operating account. In the event of surplus funds in the operating account, with the approval of the LJPB membership, funds in such account may be allocated to a Project as needed or desired.
6. In the interest of simplicity, all interest or other earnings on funds held by LJPB, including those allocated to a Project, will be credited to the general operating account.
7. According to LJPB bylaws, all disbursements (over \$200) and contract commitments shall be approved by vote of the membership. Disbursements from one Project account to another shall be approved by the membership on recommendation of the chair of the applicable working group for the Project.
8. Members will be given monthly and annual account activity and balances from the treasurer, and these will be posted on the LJPB website.
9. Project accounts will be limited in time to completion of the Project which may extend over a period of years; after a close out of the Project and payment of all invoices outstanding with respect to it, surplus funds in a Project account will be transferred to the either another open Project or the general operating account, either being with the approval of the membership.
10. A Project will end when the working group so recommends to the membership and the members confirm by vote.
11. Except as hereafter provided, all donations to LJP&B are non-refundable. In cases where an approved Project acquires replacement funds or the Project is abandoned, and there are unexpended donations of \$1,000 or more which have been designated by the donor(s) to support that project, the chair of the working group for that Project shall contact those donor(s) with a request that the donations will be reallocated to a replacement Project or the LJP&B general fund. In the event a donor requests a refund, the chair shall calculate project expenses previously debited from such donation and pro-rate the balance to the donor. This paragraph shall not apply to funds received in response to a grant application, the disbursement of which shall be governed by the terms of the granting organization.

✦ LA JOLLA PARKS AND BEACHES, INC. ✦

lajollaparksandbeaches.org

SAMPLE ACKNOWLEDGMENT LETTER

__ __ 2017

Name Blah
Address Blah
Address Blah

Re: Acknowledgement of Donation

Dear _____ :

On behalf of the members of La Jolla Parks and Beaches I thank you for your unrestricted donation of _____ received _____. We are grateful for your support, and your donation will go to enhancing our community shoreline parks and beaches. Your gift will be accounted to our _____ Project.

La Jolla Parks and Beaches, Inc., is a registered California charitable (public benefit) corporation and exempt from Federal income tax under section 501(c)(3) of the IRS Code. Contributions are tax deductible. Reference FEIN 45-3281923.

Please retain this letter for your tax records. LJP&B acknowledges that no goods or services were received in exchange for your donation. Therefore, the full amount of your contribution is tax-deductible as allowed by law.

THIS PARAGRAPH FOR "BIG" DONATIONS Our membership has adopted a Policy on Management of Donations, a copy of which is provided to you on the next page.

Very truly yours,

Regular Meetings: 4th Monday of the Month, La Jolla Recreation Center, 615 Prospect St., La Jolla

P. O. Box 185, La Jolla, California 92038 ✦ lajollaparksandbeaches@gmail.com