



FOREST LAKES FIRE DISTRICT 0024 DONATIONS POLICY



Background

The Forest Lakes Fire District (FLFD) occasionally receives donations of money or items from various sources. These donations may make it possible for FLFD to meet unbudgeted or unplanned needs without tapping into contingency funds, overrunning the budget or depleting scarce resources. Since the FLFD is required to have a balanced budget, these donations may also be used to reduce the tax levy rate or allow us to plan for future capital expenditures. Donations may be made by directly to FLFD, or through the FLFD Auxiliary which is a 501(c)(3) corporation.

Arizona Revised Statute 48-805. Fire district; powers and duties; definition

A.11. A fire district, through its board, shall: ... Accept gifts, contributions, bequests and grants and comply with any requirements of those gifts, contributions, bequests and grants that are not inconsistent with this article.

Purpose

This policy is to establish the steps and parameters for requesting and receiving all donations to FLFD.

Policy

I. Donations Solicited from the FLFD Auxiliary

Requesting and receiving donations from the Auxiliary shall follow these steps:

1. The Fire Chief determines a need for equipment or supplies that is not a planned expense or is not covered in the budget. He presents the need to the Board.
2. The Board evaluates the Chief's request with respect to funds, budget, operational impact, and priorities. The Board votes on whether to make a request to the Auxiliary.
3. If the Board approves the request, then an official request is transmitted from the FLFD Board to the Auxiliary Board. The respective board chairs or their designees shall serve as official points of contact.
4. The Auxiliary Board evaluates the request and determines their response. They may deny the request, fulfill the request, or take some other action in support of



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- the identified need. They will have the opportunity to coordinate directly with the Fire Chief regarding specific needs and timing.
5. If approved by the Auxiliary Board, a check is written from the Auxiliary to FLFD. Alternatively, the Auxiliary may procure and donate the needed item(s) directly. This approach must be carefully coordinated with the Fire Chief to ensure that the items procured meet the intended need.
 6. FLFD uses the funds/items in accordance with the request, expresses appreciation to the Auxiliary, and the cycle for this activity is closed.


II. Donations Solicited from the Public or Other Organizations

Donations that are solicited from entities other than the Auxiliary will follow the same general steps as those above, adjusting as required for the donor's organization and processes.

III. Unsolicited Donations

1. The Fire District can receive unsolicited donations from any source, including the Auxiliary, but not with unilateral restrictions.
2. Donors may request or advise on how the funds should be utilized. The District will honor those guidelines as much as possible. Unsolicited donations may be declined by the FLFD Board or the Chief if they do not provide an overall benefit to the District.
3. All potential donors are advised to coordinate with the Fire Chief regarding FLFD needs and how a proposed donation would benefit FLFD operational and strategic plans.

Approved by the Forest Lakes Fire District Board on: November 12th 2016.



John Hennessey, Clerk