CITY OF STOUGHTON POLICY FOR THE SOLICITATION, ACCEPTANCE, AND DISTRIBUTION OF MONETARY CONTRIBUTIONS AND REAL OR PERSONAL PROPERTY

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 and real or personal property 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 or property become public property upon acceptance and shall be used or expended for public purposes.

3. All fundraising and solicitation efforts to support City programs and projects shall be authorized by the Common Council after prior review and recommendation by the appropriate oversight Committee, Commission, or Board. Council authorization may include continuing authorization or authorization for a one-time only project.

4. Following Council authorization, the department shall obtain the 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.

ADOPTED BY THE COMMON COUNCIL: March 13, 2007

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