

City of Saratoga Springs

XV. GIFTS AND DONATIONS

Office of Finance

Adopted July 19, 2011
Updated August 7, 2012
Updated June 18, 2013

XV. GIFTS AND DONATIONS

The City of Saratoga Springs may accept a gift, grant, or bequest of device or real property, provided the acceptance is made within the statutory authority granted to the City and is approved by the City Council.

All potential gifts or donations to the City shall be immediately brought to the attention of the Mayor and/or Commissioner of the Department to which the contribution is proposed.

The Mayor and/or Commissioner shall recommend the acceptance or rejection of the gift to the City Council and notify the donor of the recommendation.

The Mayor and/or Commissioner shall make a recommendation to accept or reject such gifts or donations at a regular or special meeting of the City Council. Approval to accept should include identification of the gift or donation, the market value, and recognition of the donor.

If the donation is an asset, documentation shall be given to the Accounts Department to properly record it.

The prospective donor shall be notified by the Mayor and/or Commissioner that a gift or donation will not be complete until formally accepted by the City Council.