

POLICY

FY 05-06: 02

To: All Department Heads
Cc: Select Board, Town Auditors
From: Sanford I. Miller, Town Manager
Re: Policy Memorandum #FY 05-06:-02 Donation Policy- Fire and Rescue
Date: February 1, 2006

EFFECTIVE DATE –Upon adoption by the Select Board

Background: After the July 1, 2003 merger between the Town and Village there existed no easy means for the Town to accept donations made to specific departments. In particular, no mechanism existed for donations made directly to Rescue or Fire Department for discretionary use by their members. In the case of the Fire Department, the Milton Firefighters Association exists and it could receive donations, but donors' contributions need to be made directly to it in order for funds to be available to the Firefighters. As the work done by these two Volunteer Departments occasionally elicits donations from members of the community the Selectboard wishes to establish a mechanism to permit those donations to be made available to the Departments outside of the normal budget process and separated from the General Fund.

Purpose: The Policy establishes a Donations Fund and Donation Policy for the Fire and Rescue Departments. This Donation Fund shall be maintained by the Finance Office in such manner as is deemed appropriate to carry out this policy and to ensure funds donated are made available to the Departments.

Procedure and Guidelines: The following shall govern the use and availability of the funds.

Donation Fund: The Finance Office shall separately account for and keep the records for a Fire and Rescue Donation Trust Fund. Sub-accounts shall be separated and tracked as Fire and Rescue Donation Trust Funds. This section may not be construed to mean these funds will be maintained in a separate bank account. Funds will be invested by the Treasurer in interest bearing accounts and may be combined with other funds to maximize earnings. These Funds will not be considered to be part of the General Fund or any other Fund budget.

Donation Fund Records and Availability: Information is considered public and anyone may request account balances. Departments will be able to access these funds by following the normal purchasing or spending procedures. Purchase orders or requests to spend funds must fully describe the activities or purchases contemplated.

Guidelines and Limitations: Funds may be used for purposes and activities not considered part of the Departments' normal budgets, including social events, meals, etc., subject to the following general restrictions.

- Funds are to be used for the general benefit of the members of the departments and not for the benefit of any one individual or small group of individuals.
- Notwithstanding the item immediately above, the Departments may use these donations to establish service related scholarship or tuition assistance funds.
- Funds may not be used to purchase alcoholic beverages or illegal drugs or narcotics.
- Funds may not be used for a salacious or immoral purpose or for any activity which could be considered offensive or related to the creation of a hostile volunteer environment.

The Milton Select Board, acting in regular session on February 6, 2006 voted in favor of the following:

"Voted that the Policy -Donation Policy for Fire and Rescue Policy 05-06:02 as outlined is approved and shall become part of the permanent record by attachment of the same to the Minutes of the aforementioned Meeting."

February 6, 2006
Milton Selectboard

Litty D. Thompson
Samuel J. Fitzhugh
Kenneth A. Nolan
Louis H. Mosca
Randall F. Barrow

Filed with the Town Clerk 2-07-06, Attest:

Loretta R. Demino
Attest. Clerk