

RESOLUTION NO. 25585

A RESOLUTION ADOPTING THE "CITY OF CHATTANOOGA POLICY FOR FUNDRAISING, SOLICITATION, ACCEPTANCE AND DISTRIBUTION OF MONETARY CONTRIBUTIONS" ATTACHED HERETO AND MADE A PART HEREOF BY REFERENCE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the "City of Chattanooga Policy for Fundraising, Solicitation, Acceptance and Distribution of Monetary Contributions," attached hereto and made a part hereof by reference, be and is hereby adopted.

ADOPTED: July 8, 2008.

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**CITY OF CHATTANOOGA POLICY FOR FUNDRAISING, SOLICITATION,
ACCEPTANCE AND DISTRIBUTION OF MONETARY CONTRIBUTIONS**

The City Council of the City of Chattanooga 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 taken 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 City Council establishes the following policy and guidelines related to fundraising, solicitation, acceptance, and distribution of donated monetary or property gifts for use by the City and its departments.

1. Solicitation of voluntary contributions shall not violate the Code of Ethics for local officials under Tennessee statutes or Chattanooga City Code Sections regarding Ethics. 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. All donated funds become public funds upon acceptance and shall be used and expended for public purposes.
3. All fundraising and solicitation efforts to support City programs and projects shall be authorized by the City Council. When seeking City Council approval, the Department shall present a concise, detailed plan of the proposed fundraising or solicitation project. Council authorization may include continuing authorization or authorization for a one-time only project.
4. No Department shall be allowed to maintain a checking or savings account for fundraising activities that is separate from the City accounting system. All donated funds shall be accounted for and the total donations received from all fundraising and solicitation efforts shall be reported to City Council in departmental reports.
5. All donated funds collected by any City officer or employee shall be, within three (3) business days, provided to the City Treasurer. Said funds shall be accounted for separately by the Finance Administrator and not used for any purpose other than that which donations are authorized by City Council as provided in Section 3 of this Policy.
6. All donated funds shall be used for the specific purpose for which they were solicited and shall be subject to such policies and guidelines as the City Council may provide. All expenditures of donated funds shall comply with City purchasing requirements for expenditures of public funds and shall be accounted for in accordance with generally accepted accounting practices.

7. No cash funds may be received by any Department conducting fundraising or solicitation activities except for individual ticket purchases and in the case of individual ticket purchases said cash funds shall be handled in accordance with Finance Department guidelines.
8. The Department conducting the fundraising or solicitation activity shall implement an appropriate method of notifying the public of any fundraising or solicitation efforts. However, any donation letter or donation request by whatever form shall include at a minimum the following:
 - a. A description of the specific use for any donation;
 - b. An indication that any donations should be made payable to the City of Chattanooga;
 - c. An address provided for the mailing of any donation to a specific Department to receive the donation;
 - d. The following language: "The decision regarding whether to make a donation will not influence or affect in any way how you will be treated by City officers or employees."; and
 - e. A contact person to which the donation should be directed.
9. The Department conducting the fundraising or solicitation activity shall implement an appropriate method of acknowledging and thanking donors based upon the type and/or amount of the donation. However, each acknowledgement or thanking of donors shall include at a minimum the following:
 - a. A detailed description of the contribution or donation;
 - b. A description of the specific use for any donation;
 - c. An estimate of the value of any goods and services provided to the donor; and
 - d. A reminder that for tax purposes, any contribution can only be deductible to the extent that it exceeds what was provided to the donor in goods or services.
10. City mail services may be used for Council approved solicitation or fundraising projects. The City and its Departments shall not release mailing lists of City employees or known donors to individuals or outside organizations, except as required by the Tennessee Open Records Act.
11. This policy shall not be applicable to any internal collections to raise money for fellow employees or their families.

ADOPTED BY THE CITY COUNCIL ON July 8, 2008.