

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.01 (18.0)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 05/23/00

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES
SOLICITATION OF DONATIONS**

SUPERSEDES: N/A

I. PURPOSE

The purpose of this policy is to establish standards for employees and volunteers of the City of Chesapeake to follow when soliciting donations from citizens and members of the business community for City-sponsored charitable or civic purposes.

II. DEFINITION

"City-sponsored charitable or civic purposes" means goods, services and financial donations for clients of city departments or agencies or citizens who are in need, and city events staffed by city employees and/or volunteers.

III. APPLICABILITY

All employees and volunteers who work under the direction of the City Manager shall be covered by this policy.

IV. POLICY

1. City employees and volunteers shall not solicit donations from citizens or members of the business community for City-sponsored charitable or civic purposes without prior knowledge and approval of their department heads.
2. City employees and volunteers who solicit donations from citizens or members of the business community shall present some form of City identification when contacting citizens or businesses in person, and shall in all cases clearly state their names and the City departments for which they work.
3. The purpose of the solicitation and specific use of the donation shall be clearly stated to the citizen or business representative contacted.
4. There shall be no coercion or promise of favorable treatment by the City in exchange for a donation.
5. Whenever possible, citizens and businesses should be thanked for their donations by way of a signed letter on City letterhead. The donation received shall be specifically described in the letter.

6. The following control requirements shall be adhered to:
- a. All accounts must be established at the bank designated by the City Treasurer. The accounts must also utilize the federal identification number designated by the City Treasurer.
 - b. All accounts must be designated as City of Chesapeake accounts, with the appropriate qualifying description, such as "City of Chesapeake – Department A Charitable Account".
 - c. The purpose for which the donation was solicited should be clearly identified on forms developed by the Finance Department. Department heads should approve all disbursements to ensure that they are consistent with the originally specified purpose.
 - d. To assist with end-of-month reconciliations, copies should be made of all contribution checks received.
 - e. Any actual currency collected (i.e. bills or coins) should be receipted. Any currency received should be deposited separately from other deposits.
 - f. All disbursements must be made by check. Cash disbursements must be avoided.
 - g. No debit or credit cards should be issued in connection with the account.
 - h. A receipts journal and a disbursements journal should be maintained, and bank statements should be reconciled against them on a monthly basis.
 - i. A monthly summary of receipts and disbursements should be prepared. The summary should include an opening balance, categorized receipt and disbursement information, ending balances, and description of any transaction necessary to reconcile the account balances.
 - j. All records should be made available to Audit Services for periodic review when requested.
 - k. Departments shall maintain all records concerning donations for a period of at least four (4) years.
7. City employees shall not be required to solicit donations for City-sponsored charitable or civic purposes as a condition of employment unless such activity is within the scope of their written job descriptions.

V. RESPONSIBILITY

Each department head shall be responsible for the enforcement of this policy in his or her department.



John L. Pazour, City Manager

5/23/00

Date

SOLICITATION REQUEST FORM*

TO:

FROM:

DATE:

I am requesting permission to solicit:

- Services
- Food
- Monetary donations
- Clothes, furniture, equipment, etc
- Door prizes
- Other _____

Purpose of solicitation (please include applicable dates):

- Recommended
- Not Recommended

Signature of Supervisor

Date

- Approved
- Not Approved

Signature of Department Head

Date

* Refer to Administrative Regulation 18.0 Solicitation of Donations for further explanation.