

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		2-401
SECTION:	Finance and Budget	Acceptance of Donations
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PURPOSE

To establish a procedure for the County to accept donations.

POLICY

A “donation” refers to any gift to the County, whether of money or of any other type of property, and whether made outright, conditionally, or in trust. Department heads may accept donations having a value of \$2,500 or less on behalf of the County. Only the Board of Supervisors can accept a donation having a value over \$2,500. In addition, one or more donations from a single source exceeding a total of \$2,500 in any 12-month period must be approved by the Board (Government Code section 25355).

If the donor does not put any restrictions on the use of the item donated, the item and any income produced by the item may be put to any use that the Board of Supervisors directs. If the donor states the uses to be made of the item, or uses to which the donor does not want the item put, the County must comply with those restrictions on its use; the same applies to any restrictions placed on use of any income produced by the donated property (Government Code section 25356).

RESPONSIBLE DEPARTMENTS

County Counsel
County Administrative Office

REFERENCES

BOS Policy Resolution No. 2011-06--6/28/11 (Removed from Policy 6-101; effective 7/1/11)