



DONATIONS TO NON-PROFIT ORGANIZATIONS

OBJECTIVE

This Policy outlines the process for non-profit organizations to request and receive donations from the Borough as approved by Borough Council.

SCOPE OF POLICY

The policy applies any donation request submitted to and approved by Borough Council as recommended by the Finance Committee of the Media Borough Council

POLICY STANDARDS AND PROCEDURES

The Finance Committee of Borough Council shall make recommendations to Borough Council on donations to non-profit organizations based on the public purpose/benefit to the taxpayers of the Borough. Such consideration shall include, but not limited to the review of the items below from each non-profit organization:

- 2-year profit & loss (P&L) statements
- Current year operating budget
- Form 990 – Return of Organization Exempt from Income tax
- Statement on how funds will be utilized
- Mission statement
- Breakdown of borough resident membership/participation
- Statement on how funds will benefit borough residents
- The donation shall not exceed more than 50% of the operating budget of the non-profit organization.

APPROVAL AUTHORITY FOR DONATIONS

- The Finance Committee shall make a recommendation to Borough Council during their annual budget review.
- Once Borough Council approves the donation request, the organizations will be notified in February of the donation amount Borough Council approved.
- Donations \$5,000 and under will be sent out April 1st, donations greater than \$5,000 will receive \$5,000 April 1st and the remainder July 1st.