

TOWNSHIP OF WARREN
RESOLUTION NO. 2021-273

POLICY FOR THE ACCEPTANCE OF DONATIONS TO SUPPORT PROGRAMS ACTIVITIES
AND FACILITIES FOR RECREATION PURPOSES

WHEREAS, NJSA 40A:5-29 authorizes a local unit to accept gifts, bequests and legacies. This statute necessitates the need to adopt and implement proper procedures for accepting and spending said funds; and

WHEREAS, By Resolution 2012-219 the Township Committee adopted procedures for the Recreation Commission to accept donations. However, the Recreation Commission was eliminated by the Township Committee by Ordinance 2019-03 and therefore the policy must be updated to eliminate all references to said "Commission"; and

WHEREAS, it is the policy of the Township Committee to permit the acceptance of donations to support programs, activities and capital facilities in support of recreation purposes in order to enhance the Recreation Program and facilities and to provide a benefit to the residents of Warren Township residents.

BE IT RESOLVED by the Township Committee of the Township of Warren that this donation policy supersedes the past policies and includes that the following procedures shall be implemented for the acceptance of donations for recreation purposes as part of the approved new policy:

Procedures

I) Donations of \$5,000 or less

- A) The recreation director may accept a donation up to \$5,000 per annum from any individual or organization (donor) which may be individual or a total of donations made in a single year with the written consent of the Township Administrator
- B) The donation shall be in the form of a personal check, business cashier's check or wire, or goods and services. Cash donations will not be accepted.
- C) The donation shall be presented to the Township Administrator for approval accompanied by the appropriate forms and deposited by the Chief Financial Officer within 48 hours of receipt pursuant to NJSA 40A:5-15.
- D) Funds shall be credited to the Dedicated by Rider Account in the General Ledger entitled "Reserve for Recreation Donations" Account approved by the Director of Local Government services on March 7, 2019.
- E) The Recreation Director shall inform the Township Committee of any donation of more than \$1,000, but less than \$5,000. This provision is for information only and Township Committee approval is not required.

II) Donations More than \$5,000

- A) The Recreation Director may accept a donation from any individual or business organization in excess of \$5,000 by individual or aggregate donation with the approval of

the Township Administrator and Resolution accepting the donation by the Township Committee.

- B) The donation shall be in the form of a personal check, business cashier’s check or wire, or goods and services. Cash donations will not be accepted.
- C) The donation shall be presented to the Chief Financial Officer within 48 hours of receipt and deposited pursuant to NJSA 40A:5-15.
- D) If the Township Committee shall determine that it will not accept the donation, said funds will be returned to the donor.
- E) Funds shall be credited to the Dedicated by Rider account in the General Ledger entitled, “Reserve for Recreation Donations” account approved by the Director of Local Government services on March 7, 2019.

III) General Procedures

- A) Funds shall be expended in accordance with the New Jersey Local Public Contracts law and other applicable statutes.
- B) Funds shall be expended from the dedicated account unless the Township auditors, Township Committee, or New Jersey Division of Local Government Services shall direct an alternate method.
- C) The Recreation Director, in conjunction with the Chief Financial Officer, shall develop an applicable approval form for approval by the Township Administrator.
- D) All donations shall be reviewed on a case-by-case basis. A donation that could be perceived by the public as improperly influencing the Township, or individuals who are seeking development approvals or a municipal contract, may be considered inappropriate. This standard shall be utilized by the Recreation Director and Township Administrator when reviewing and evaluating each donation.
- E) This policy shall be reviewed by the Recreation Director, Township Administrator and Chief Financial Officer on a periodic basis and amended as required.
- F) All funds shall be expended in accordance with the New Jersey Local Contract Law and the New Jersey Fiscal Affairs law, and applicable Township Ordinances.

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
		MAZIARZ	X			
	X	MARION	X			
		DINARDO	X			
X		SORDILLO	X			
		LAZO	X			

CERTIFICATION

I, Cathy Reese, Township Clerk of the Township of Warren, in the County of Somerset, New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution adopted at a meeting of the Township Committee held on November 18, 2021.

Cathy Reese, RMC
Township Clerk