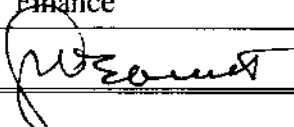




POLICY AND PROCEDURE

Subject: "Wishing for Rainbows" Gift Catalogue	Index: Finance Number: 204-3
Effective Date: September 1, 2005	Prepared By: Finance
Supersedes: July 1, 2003	Approved By: 

1.0 **PURPOSE:**

To provide a consistent procedure for accepting contributions to the City's "Wishing for Rainbows" Gift Catalogue and for processing disposition of the contributions.

2.0 **ORGANIZATIONS AFFECTED:**

All departments/divisions.

3.0 **REFERENCES:**

Action taken by the City Council on May 17, 1989, establishing a Gift Catalogue for the City of San Clemente.

4.0 **POLICY:**

- 4.1 The City of San Clemente created the "Wishing for Rainbows" Gift Catalog to provide citizens, businesses and organizations the opportunity to fund needed community items that the City is unable to fund.
- 4.2 Individuals are offered the option to either fund the full or partial cost of a gift, contribute toward a program, or donate to a generic "Wish Fund."
- 4.3 The "Wish Fund" is also intended to accommodate those individuals who desire to make a contribution to their community, but do not wish to fully fund any of the gifts in the Catalogue.
- 4.4 The Finance Division shall be responsible for overseeing of the "Wish Fund" to ensure that funds specifically designated for a particular use are utilized for that purpose and that accounting for the fund is handled appropriately.
- 4.5 The City Manager and Department Heads will receive annually a report from the Finance Division relative to the amount of monies existing in the "Wish Fund". Additional information will be available throughout the year upon request.

4.6 All gift purchases, as well as contributions to the City's "Wish Fund," are tax deductible to the extent the law allows.

5.0 DEFINITIONS:

5.1 **Gift Catalogue:** A written compilation of needed community items.

5.2 **"Wish Fund":** Those donations that are generic in nature and that are not designated for a specific item.

5.3 **Program:** An amount donated to be expended on a specific program per the donor's request.

6.0 PROCEDURE FOR ACCEPTING A GIFT FROM THE PUBLIC:

6.1 A gift of money, received for a specific item, program or a generic donation, is deposited to the "Wish Fund."

6.2 A letter of appreciation, signed by the Mayor, is sent to the donor acknowledging the gift.

6.3 The donation is recorded by Finance by numbered receipt, noting the date, name of the person or organization, amount of the contribution and its specific purpose.

7.0 PROCEDURE FOR PROCESSING REQUISITIONS FROM CITY DEPARTMENTS

7.1 Requests to utilize Wish Fund monies shall be accomplished through the use of a "Request for Payment" initialized by the person requesting the purchase to utilize "Wish Funds," and signed by the Department Head.

7.2 The Finance Division will review the recommended expenditure and sign off approval considering whether funds are available in the "Wish Fund" for the program purpose.

7.3 The Finance Division is responsible for recording all donations and expenditures from the Wish Book Fund, noting all pertinent information regarding the donation of funds and expenditure of those funds to ensure accurate management of the Wish Fund.