

**CITY OF REDDING, CALIFORNIA
COUNCIL POLICY**

SUBJECT	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE	PAGE
COMMUNITY GIFT CATALOGUE	92-388	0414	9/15/92	1

BACKGROUND

The City of Redding has developed a Community Gift Catalogue that will serve as a tool to provide information to local businesses, civic organizations, and individuals who are interested in donating resources to support City projects.

PURPOSE

To establish guidelines for the efficient handling of donations for community projects.

POLICY

1. Donations will be accepted by the City Treasurer
2. The Finance Department will establish a trust account for acceptance of donations and expenditure of funds for the purchase of items and for certain gift catalogue administrative costs.
3. To allow for purchase of items pursuant to donor specifications, items purchased with donations will not be subject to the City's normal purchasing requirements.
4. Interest on specified items/projects will accrue to the Community Gifts trust account.
5. Donations in excess of the published estimated cost of gift catalogue items or projects will be retained in the trust account and utilized to support catalogue items/projects or to defray costs of gift catalogue administration including publication, promotion, and donor recognition.