

Pickaway County District Public Library
Receipting and Appropriating of Monetary Donations
Addendum Policy to Gifts and Donations Policy

Monetary gifts shall be receipted and appropriated as follows:

Restricted Gifts (excluding Capital Projects donations):

Restricted monetary gifts shall be receipted into the “Gifts - Restricted” Special Revenue Fund #217. They shall be appropriated and expended with respect to the donor’s wishes, whether the gift is for materials, supplies, or equipment. If a donor wishes to contribute money to the library for certain general operating expenses such as salaries, utilities, or travel expenses, however, the gift shall be receipted into the General Fund.

Unrestricted Gifts (under \$1,000):

Unrestricted monetary gifts of \$999.00 or less shall, generally, be receipted into the “Gifts - Unrestricted” Special Revenue Fund #218 and appropriated as follows: Donors generally request which library location for which a gift is given. If no instructions are given regarding the gift, the gift shall be appropriated to the site that would benefit most from the donation, at the discretion of the Library Director and/or the Clerk-Treasurer.

\$ 1 - \$499	218.0.54118	Gifts (Books/Main)
	or	
	218.0.54119	Books - Younkin Branch
\$500 - \$999	218.0.55510	F&E – Main
	or	
	218.0.55511	F&E – Younkin

Unrestricted Gifts (\$1,000 or more):

Unrestricted monetary gifts of \$1,000.00 or more shall, generally, be receipted into the Capital Projects Fund and appropriated into one of the permanent improvement accounts. Donors generally request which library location for which a gift is given. If no instructions are given regarding the gift, the gift shall be appropriated to the site that would benefit most from the donation, at the discretion of the Library Director and/or the Clerk-Treasurer.

401.0.55410	Bldg. Renovations – Main
or	
401.0.55411	Bldg. Renovations – Younkin

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The aforementioned donation guidelines are based on individual donations, with an individual donation defined as a single check or single cash donation. At the discretion of the Library Director and/or Clerk-Treasurer, however, individual unrestricted donations resulting from a “family” pledge or other “like” donations, may be combined and accordingly appropriated.

The Board of Trustees reserves the right to establish other special revenue funds for large restricted donations in which expenditure activity must be tracked separately, as well as the right to re-direct all unrestricted donations to the Capital Fund in the event of a major campaign project. In the event of a budget reduction, the Board reserves the right to re-direct all unrestricted donations to the purchase of materials.

Year-end balances in the “Gifts” Special Revenue Funds shall be re-appropriated in the new budget year to the specific expenditure accounts, as is the current policy for all other special revenue funds and the Capital Projects Fund.

In accordance with Article XIV of the By-Laws of the Board of Trustees, the Board reserves the right to amend this policy by vote at any Board meeting, with prior notice having been given of the intent to amend the policy.