



City of Lockport

Donation Acceptance Policy

WHEREAS, pursuant to New York General City Law §20(3), the City of Lockport is authorized to accept gifts, grants, bequests, and donations of money, personal property, real property, and services for lawful municipal purposes, and the Common Council finds it to be in the best interest of the City to establish formal policies and procedures for the review, acceptance, documentation, and administration of such donations in order to ensure transparency, accountability, compliance with applicable laws and ethics requirements, and sound financial management;

NOW THEREFORE BE IT RESOLVED, that the City of Lockport does hereby adopt the following donation acceptance policies and procedures:

Guideline #1. Donations Covered: This policy applies to cash donations, restricted cash donations, in-kind donations (equipment, supplies, vehicles), real property/land, and donated services or professional assistance.

Guideline #2. General Acceptance Criteria: The City may accept donations only if they: (1) serve a legitimate municipal purpose; (2) do not create undue operating or maintenance costs; (3) do not create legal liability; (4) do not improperly influence procurement, contracting, or policy decisions; and (5) comply with all applicable laws, ethics rules, and City policies. The City reserves the right to decline any donation.

Guideline #3. Solicitation of Donations and Fundraising Activities

The City shall not engage in general fundraising activities or solicit donations, contributions, or gifts from private individuals, businesses, organizations, or other entities unless specifically authorized by the Common Council or otherwise permitted by law. City officers, employees, departments, boards, and commissions shall not independently solicit donations on behalf of the City without prior authorization.

Unsolicited donations may be considered for acceptance in accordance with this policy. No donation shall be accepted or solicited in a manner that could reasonably be perceived as an attempt to influence City decisions, procurement activities, contracts, permits, approvals, regulatory actions, or other official business. Acceptance of a donation shall not create any obligation, expectation, or entitlement to favorable treatment by the City toward the donor.

Guideline #4. Prohibited Donations: The City will not accept donations that: require endorsement of a private business or product; interfere with City decision-making; create conflicts of interest; are tied to pending procurement, bids, or contract awards; or impose illegal or impractical restrictions. Donations from vendors currently bidding on City contracts may require enhanced review or Common Council approval.

Guideline #5. Approval Authority: All donations, whether cash, in-kind, restricted, or unrestricted, regardless of value, shall be subject to acceptance by the Common Council through formal resolution. No donation shall be deemed accepted by the City until such resolution has been duly adopted. The Mayor, Director of Finance, and applicable department heads may review proposed donations and provide recommendations to the Common Council prior to formal consideration.

Guideline #6. Documentation Required: Each donation shall include documentation of: donor name; donation amount or fair market value; donation type; intended use or restrictions; date accepted; and applicable Council resolution. (Refer to Appendix A-Donation Acceptance Form)

Guideline #7. Budget and Accounting: Cash donations shall be receipted by the Treasury Department and recorded in appropriate revenue accounts. Restricted donations shall be separately tracked to ensure funds are used solely for donor-approved purposes. Budget amendments shall be made as necessary in accordance with City budget procedures.

Guideline #8. Recognition and Disclaimer: Acceptance of a donation does not imply endorsement by the City of the donor's products, services, business practices, or viewpoints.

Guideline #9. Exceptions: Exceptions to this policy require Common Council approval by resolution.

Appendix A – Donation Acceptance Form: Appendix A, attached hereto, is incorporated into this policy by reference and shall be used for all proposed donations submitted for City review

CITY OF LOCKPORT – DONATION ACCEPTANCE FORM

Date Submitted: _____

The City of Lockport acknowledges receipt of the following donation:

Donor Name: _____

Donor Contact Information: _____

Type of Donation:

☐ CASH ☐ CHECK ☐ GOODS/EQUIPMENT

☐ SUPPLIES/MATERIALS ☐ SERVICES ☐ REAL PROPERTY

☐ OTHER: _____

Amount / Value: \$ _____

Date Received _____

Purpose/Restriction:

The City of Lockport, a political subdivision of the State of New York, acknowledges receipt of this contribution for public purposes.

No goods or services were provided by the City in exchange for this contribution, except for intangible recognition, if applicable.

Please consult your tax advisor regarding deductibility of this contribution.

Authorized Acceptance Signature:

Name & Title: _____

Authorized Signature: _____

Date: _____