

**Finance  
Administrative  
Policies and  
Procedures Manual**

## DONATED PROPERTY OTHER THAN CASH

**EFFECTIVE:** 11/30/94

**PURPOSE:** The purpose of this policy is to establish steps to follow in determining the financial impact of accepting donated non-cash assets and to determine what approvals are required for acceptance.

### DEFINITIONS:

**Donated property:** Any personal property (machinery, vehicles, or other equipment) or real property (land or buildings), (other than cash) donated to the County either to use on a temporary basis or to keep permanently.

**Cost to use donated property:** Any costs the County incurs to use donated property. This can include insurance, supplies (i.e.: fuel for vehicles), maintenance costs, and other operating costs associated with the property that the County is responsible for paying.

**Value of donated property:** The estimated fair market value of the property being donated. This value is not used in the determination of who has to approve acceptance.

**POLICY:** Donated non-cash property can have current and future cost impacts to the County. All departments that receive donated assets must evaluate the cost impact of their acceptance and obtain the necessary approvals to accept and use the donated property.

- **Annual costs to use and operate the property are \$500 or less:** Approval is required by the County Executive.
- **Annual costs to use and operate the property are \$501 up to and including \$3,000:** Approval is required by the Committee of Jurisdiction, County Executive, and Personnel & Finance Committee.
- **Annual costs to use and operate the property exceed \$3,000:** Approval is required of the Committee of Jurisdiction, County Executive, Personnel & Finance Committee, and County Board.
- **One time costs:** Any one-time costs related to donated property must also be considered. For instance, installation of a donated public address system. These costs determine approval requirements using the same thresholds that apply to annual operating costs outlined above.

### PROCEDURE:

- 1) Fill out an operating expense analysis form to determine the cost impact of the donated asset.
- 2) Determine the approval level required for acceptance of the donated asset.
- 3) If you already have sufficient funds within your budget to cover the additional operating costs, prepare a memo indicating a description of the item, estimated fair market value, and indicate that sufficient funds are available within your department budget to cover the expenses related to the item.
- 4) If you do not have sufficient funds available within your department budget, prepare a budget transfer form in accordance with budget transfer policy.
- 5) Attach items in #3 and #4 above to the operating expense analysis and take through the approval process as outlined above.