

VILLAGE OF SOUTH WEBSTER

P.O. Box 38
South Webster, OH 45682

Todd Hollback, Mayor

Channa Dyer, Fiscal Officer

Fundraising Policy **Village of South Webster, OH** June, 2023

Objective:

To establish a policy to govern fundraising activities conducted by village personnel or by members of the community. This policy will ensure that funds are accounted for properly and in a manner that complies with the Ohio Revised Code and the requirements of the Ohio Auditor of State.

Fundraising Activities:

All activities that solicit funds for the benefit of the Village of South Webster must be approved by Village Council prior to the activity being publicly advertised. Once this approval has been granted, any public advertisement of the activity should contain the phrase "This event/activity has been approved by the South Webster Village Council".

Use of Village Property:

Permission to use any village property or equipment for fundraising activities must be obtained from Village Council prior to the activity. The cost of repairing any damage to village property resulting from negligence on the part of the activity's sponsor will be paid by the sponsor.

Funds Provided by Village Council:

Any funds requested to purchase items needed to carry out the fundraising activity should be requested in writing from Village Council as an itemized list.

Any funds provided in advance by Village Council for this purpose must be accounted for in the exact amount provided, as follows:

1. by providing receipts for expenditures to the Village Fiscal Officer within 10 days of the conclusion of the activity, and
2. by returning any unspent funds to the Village Fiscal Officer within 10 days of the conclusion of the activity

Village Council may elect not to provide funds in advance, but to reimburse for costs incurred up to a specified limit, once receipts are provided.

Any funds provided by Village Council will be documented by a resolution and will be expended from current year appropriations or by a supplemental appropriation from current year funds.

Handling of Collected Funds:

All funds collected through a fundraising activity shall be remitted to the Village Fiscal Officer within 10 days of the conclusion of the activity.

Documentation shall be provided by the sponsor describing the various sources and amounts of the collected funds, i.e. \$100 from ticket sales, \$250 from food sales, \$150 from sales of tangible property, etc.

All donations collected from the fundraising activity will be documented individually by name of donor and amount donated.