

# PORTAGE DISTRICT LIBRARY

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## Donation Policy

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The library actively solicits donations and uses them to enhance library services.

Anticipated income from donations is not submitted as part of the budget process. Rather, as donated funds are received, they are recorded as income, accumulated during the fiscal year, and appropriated into the next fiscal year. Funds appropriated into a current fiscal year from the previous year's gift income are then budgeted for expenditure by the Library Board.

Specific requests made by donors will be satisfied by purchasing the requested items from the appropriation of the previous year's donations.

In the case of a large donation for a specific purpose, the funds will be transferred to the appropriate account for expenditure in the year in which they are received.

The intent of this policy is to preserve the Library Director's ability to fulfill specified memorial and non-memorial gifts as promptly as possible and to preserve the Library Board's right to allocate undesignated contributions to appropriate expenditure categories from the restricted contributions fund balance.