

North Stonington Ambulance Association, Inc.

Administrative Manual

Receiving Donations

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Effective Date: 12/07/04

Revised:

- 1) Purpose
This policy has been created to assist the organization with direction on proper handling of funds received via donations.
- 2) Vision
As a nonprofit organization that was created solely by donations, North Stonington Ambulance Association recognizes this source of income carries not just a monetary value, but a sentimental value as well. Any time a donation is accepted by NSAA, an unspoken agreement with certain expectations has been made. In order to strive to fulfill this agreement, NSAA must fund projects or programs with good moral judgment. Unless otherwise specifically requested, at no time should donated funds be utilized to directly offset the bottom line expense to taxpayers or insurance companies.
- 3) Specified Donations
From time to time, NSAA may solicit donations for specialized equipment, training, or events. Donations that are received for these causes are obligated to be spent toward this purpose.
- 4) Non Specific Donations
While most donations fall into this category, it is important not to lose sight of the underlying intention associated with it. This type of donation is not only a gift to the association but also to the field of emergency medicine as a whole. When donations are received that are not specifically directed to a project or item, the Board of Directors shall choose which project to fund or retain the funds until such time one exists.
- 5) Anonymous Donations
If the donation cannot be used for the specified reason donated, the Board of Directors shall choose which project to fund.
- 6) Projects and Programs
At the beginning of each fiscal year the Board of Directors shall approve a list of projects or programs that should be funded by donations received. These items are typically long-term capital improvements, personnel appreciation events, and enhancing medical equipment.
 - a) Items exempt from funding by donations
Unless specifically requested, at no time shall a project or program be created, adopted, or modified in any manner to assist the expense obligation of the taxpayers. This is to include normal operating expenses such as, payroll, insurances, utilities, housing, and vehicle maintenance.
- 7) Completed, Expired, Canceled, or Modified Programs
It is expected from time to time, that NSAA will receive donations for projects that have been fully funded, canceled, expired, or modified to achieve a different goal. In these cases, NSAA has an obligation to contact the person providing the donation and seek approval to utilize the funds for other projects or programs.