

BOISE PARKS & RECREATION
Heritage Trust Policy and Procedures

July 22, 2009

History

The Boise City, Parks & Recreation Heritage Trust Fund was established February 1980. The fund allows the Parks department to accept monetary donations from individuals, organizations, and corporations for park projects, capital improvements, memorials, facility maintenance, scholarships, sponsorship of recreational programs, and more. The monies are held separately from general funds.

Donations may be made for a specific purpose as coordinated with a Parks' representative, or for general use within the park system. Parks' staff makes every reasonable effort to document the intention of the donated funds, and to earmark those funds for use in an appropriate manner.

Tax Deduction

Heritage Trust donations are eligible as a tax deduction, according to IRS publication #526. However, if an individual or business directly benefits from the donation it is not eligible for tax deduction. The City does not offer tax advice on donations, and we recommend that a contributor refer these questions to their tax advisor.

Letter of Acknowledgement

A thank you letter expressing our appreciation is sent to the person or entity that makes a contribution. The exception is when donations are related to goods, services, use, or other benefit.

Interest

Interest calculations are generated quarterly and is allocated to each fund according to its percentage, relative to the total Heritage Trust Balance.

General Procedures

1. A person or entity who wishes to establish a new fund within Heritage Trust shall discuss the scope of their project with an appropriate Parks & Recreation staff person.
2. Instructions stating the donor's intended use of funds (if any), along with check or cash donation are forwarded to Park's Senior Accounting Specialist for deposit.
3. A copy of the donation is kept with any instructions in the Heritage Trust filing system. Donations for which we do not typically retain a copy are as follows:
 - a. Map, apple butter, poster, product and fun run entries where proceeds are for HT
 - b. Donations deposited through Safari
 - c. Cash donations, such as those received at the Depot, Zoo
4. The donation is logged into a data base, or PC spreadsheet for tracking purposes:
 - a. Fund (project?) name
 - b. Transaction or deposit date

- c. Amount of donation
 - d. Name of Contributor
 - e. Address of Contributor for those who will receive a thank you letter
5. Donations listed on the spreadsheet are reconciled to the general ledger monthly to ensure that all deposits are accounted for.
 6. Department Managers develop projects that align with Park objectives and according to the nature, intention, or instructions of the donated funds.
 7. A manager prepares and submits a Request for Funding form to the Accounting Supervisor PRIOR to spending project monies, to ensure that funds are available and to obtain Director approval before budget adjustments are recorded.
 8. Accounting Manager records a transfer of funds into HT, and a purchase order encumbrance is set up when the purchasing threshold requires it.
 9. As project expenses occur, the manager will process invoices by coding them to the designated account, program and project codes.
 10. Expenses against the Heritage Trust fund are reconciled monthly, and deducted from their corresponding project balances.
 11. Quarterly interest calculations are generated and allocated to each fund as a pro-rata share of their percentage as compared to the HT Total Balance.
 12. The City does not use general funds to accommodate Heritage Trust projects. When a HT project is completed there will often be a residual or remaining balance that was not spent. Typically these are small balances as compared to the original donation(s). It is Parks management and accounting discretion to:
 - a. re-class the difference to general park use
 - b. re-class the difference to a related park or project
 - c. re-class to Director's discretionary fund
 - d. or to allow the fund to remain active
 13. On rare occasion monies may be refunded to a person or organization. This may occur if there are not enough funds donated for a specific project, or if the intended use is in conflict with the vision of the Parks Department. In this case a refund is appropriate because the intention of the donation will not be met.