

TOWN OF BRIDGE CREEK, EAU CLAIRE COUNTY, WISCONSIN

ORDINANCE 2.09 DONATION AND GIFTS POLICY

2.09.01 Purpose. The Town of Bridge Creek, acting through its Town Board, reserves the right to accept or decline any gift, bequest, or donation of real property, personal property, or money. The purpose of this policy is to provide administrative and financial control over all donations received by the Town, ensuring they are managed in accordance with donor intent, state law, and the best interest of the Town. All donations must align with the doctrine of public good and cannot primarily benefit one particular individual, private entity, or single organization over the general Town populace.

2.09.02 Review and Acceptance.

- a. *Monetary Donations.* All monetary donations, including those by groups, organizations, religious entities, or non-profits, or any donation require formal acceptance by a majority vote of the Town Board.
- b. *Non-Monetary Donations:* Donations of real or personal property (e.g., equipment, land, or artwork) shall be formally accepted by a majority vote of the Town Board only after evaluation of the associated costs for maintenance, insurance, storage, or legal liability.
- c. *Restricted Funds:* Any donation accepted by a majority vote of the Town Board that is designated for a specific purpose (restricted fund) shall be held and used solely for that purpose. The Town Treasurer shall establish a separate restricted account within the Town's financial records to track the principal and use of the funds in compliance with donor restrictions.
- d. *Unrestricted Funds:* Any donation accepted without a specific purpose (unrestricted fund) shall be deposited into the Town's General Fund for use in general operations as directed by a majority vote of the Town Board.

2.09.03 Group and Organizational Donations.

- a. *Attestation Requirement:* Any donation made by a group, organization, or non-profit entity must be accompanied by a written attestation explaining the methods and procedures used to solicit the funds from their members or the public.
- b. *No Coercion or "Tax":* The Town Board shall not accept any donation solicited by a group or organization if the solicitation efforts are found to be coercive, misleading, or presented to individuals as a mandatory fee, assessment, or "tax" required for the use of Town services or facilities.
- c. *Direct Individual Donations:* The Town encourages and prefers that individuals make their own donations directly to the Town for the public good, rather than contributing through a third-party organization, to maintain clarity regarding donor intent and public accountability.

2.09.04 Criteria for Non-Acceptance. The Town Board may decline to accept a donation, even one offered for a general public benefit, if the donation:

- a. Imposes excessive or unreasonable operating, maintenance, or liability costs on the Town.
- b. Creates a conflict of interest or the appearance of undue influence by the donor.
- c. Includes conditions or restrictions that are too difficult to administer, are contrary to state or federal law, or do not align with the Town's long-term comprehensive plan.
- d. Consists of property that is not necessary or useful to the Town's public purpose. Was solicited or obtained through means that violate the No Coercion or "Tax" standard set forth in Section 2.09(B) of the Wisconsin Administrative Code.

2.09.05 Donation Form. The Town of Bridge Creek Clerk will create a Donation Form. The form is an accounting record and will be kept per the length of time identified in the document retention policy.

TOWN OF BRIDGE CREEK DONATION FORM

DONOR INFORMATION:

First Name:		Last Name:	
Address:		City, State, Zip:	
Phone:		Email:	
Town of Bridge Creek Resident?	YES NO	Part of a group, organization, or non-profit entity donation?	YES NO If yes, name of group/entity: _____

Any donation made by a group, organization, or non-profit entity must be accompanied by a **written attestation** explaining the methods and procedures used to solicit the donations from their members or the public. The Town of Bridge Creek reserves the right to accept or decline any donation. Donors are responsible for determining the tax deductibility of their donation. Donations must be approved by the Board.

DONATION DETAILS:

Donation Type:	Monetary	Non-Monetary
Value of Donation:		
Type of Donation:	Unrestricted	Restricted: _____
Describe Donation and Reason for Donation:		
Condition of Donation (if applicable):	NEW	USED GOOD USED FAIR

YES NO Initials: _____ This is a voluntary donation made without coercion. I understand that donations are voluntary and that this is not a mandatory fee, assessment, or "tax" required for the use of Town services, roads, or facilities.

YES NO Initials: _____ This voluntary donation complies with public good doctrine and I understand it will not primarily benefit one particular individual, private entity, or single organization over the general Town populace.

YES NO Initials: _____ This voluntary donation is made without expectation of return and I understand the donation becomes the property of the Town of Bridge Creek upon Town Board acceptance.

Signature

Date

Printed Name

OFFICE USE ONLY:

Date Donation Rcvd:		Written Attestation?	Yes No N/A
Amount/Value:		Check#/Cash:	
Monetary?	Yes No_____	Restricted?	Yes No
Date Board Reviewed:		Board Approved	Yes No Other
Date Deposited / Accepted:		Date letter sent:	

Adopted this 20th Day of November, 2025
Town of Bridge Creek Board