



WAYNE TOWNSHIP  
BUTLER COUNTY OHIO

## **POLICY FOR DONATIONS AND GIFTS TO TOWNSHIP**

**Resolution No: 2016-12**

**Date: 2/15/2016**

Any employee or elected official of the Township who receives a donation or gift to the Township that exceeds \$1,000.00 shall deposit those funds with the Fiscal Officer or the Township Administrator by the business day following the day of receipt. If the donation or gift does not exceed \$1,000.00, the employee or elected official shall deposit those funds with the Fiscal Officer or the Township Administrator within three business days following the day of receipt if the employee is able to safeguard the funds until the funds are deposited.

Any employee or elected official of the Township who receives a donation or gift to the Township in the form of cash must give the donor a receipt and supply a copy of the receipt to the Fiscal Officer or the Township Administrator when the funds are deposited.

This policy is adopted by the Wayne Township Trustees to comply with the requirements of ORC §9.38 and IRC §501.