

Board Adopted: August 9, 1988
Last Reviewed: January 28, 2019 [5 year cycle]
Board Revised: February 12, 2026
Board Approved: March 23, 2026

Contact Person: Executive Director Finance and Support Services

POLICY 706 DONATIONS

I. PURPOSE

To ensure proper handling of donations (gifts, bequests and donations).

II. GENERAL STATEMENT OF POLICY

District accepts donations only in compliance with state and federal law.

III. ACCEPTANCE OF DONATIONS GENERALLY

The School Board may receive, for the benefit of the District, donations for any proper purpose. The School Board shall have the sole authority to determine whether any donation or any precondition, condition or limitation on the use included in a proposed donation furthers the interest of or benefits the District and whether it should be accepted or declined.

IV. DONATION OF REAL OR PERSONAL PROPERTY

The School Board may accept donations of real property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on donation. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and donation use provision is specified by Minnesota Statutes,

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the School Board agrees to accept a donation which contains preconditions, conditions or limitation on use, the School Board shall administer it in accordance with those terms provided the terms do not conflict with District policy. Once accepted, a donation shall be property of the District unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)
Minn. Stat. § 465.03 (Gifts to Municipalities)

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REGULATION 706 DONATIONS

A. Receiving and Processing Donations:

1. The proposal for a donation will be submitted to the Business Services Office, with a:
 - a. Completed Donation Form, that has been approved by the Principal or other District administrative personnel.
 - b. Written documentation is required to record all donations. A description of the article, equipment item or amount of money is necessary. Serial numbers, age of equipment/item and model numbers on equipment should be used.
 - c. School Board will receive monthly lists of all donations over \$250 for their approval.
 - d. School Board will receive annually lists of all donations under \$250 for their approval.
 - e. Donations of real property under \$10 is not recorded or sent to School Board.
2. The contributor may designate a specific purpose for the donations.

B. Recording Donations

1. Money will be sent to the Business Services Office and recorded in the revenue accounts in the appropriate fund. Non-monetary items with value over the current District capital limit will be recorded in the fixed asset system.

C. Donated Gift Card Process

1. School Sites and District Departments should monitor donated gift cards with the same level of accountability as cash. The primary goal is to ensure transparency and prevent the "disappearance" of value between receipt and distribution.
 - a. Establish Secure and Fiscal Controls

- i. Locked Storage: Store all physical gift cards in a secure, locked drawer or safe.
 - ii. Dual Control: Implement a policy where two people are required to physically access or sign out cards.
 - iii. Limited Access: Only authorized staff (e.g., the treasurer or financial manager) should have the authority to handle gift card inventory.
- b. Maintain a Central Tracking and Log
Create a specific log (digital or paper) to document the lifecycle of every card. Each entry should include:
 - i. Receipt Details: Date received, donor name, store/restaurant, and the card's original value.
 - ii. Restrictions: Any expiration dates, inactivity fees, or specific intended uses (e.g., "earmarked for teacher supplies").
 - iii. Usage Tracking: Date of distribution, the purpose of use, and the signature of the recipient.
- c. Financial Bookkeeping and Accounting
Gift cards are considered In-Kind donations and should be recorded in school or department's financial records as follows:
 - i. Initial Entry: Record the card as a "Gift Card Donations" at its fair market value upon receipt.
- d. Regulatory and Tax Compliance
 - i. Donor Receipts: Provide donors with a receipt that confirms the contribution.