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*Serving the West Shores of the Fabulous Salton Sea*

## **SALTON COMMUNITY SERVICES DISTRICT POLICIES AND PROCEDURES FOR RECEIPT OF GIFTS/DONATIONS.**

### **1.0. PURPOSE:**

- 1.1. To establish procedures for the receipt of gifts offered to the Salton Community Services District and/or its employees.

### **2.0. POLICY:**

- 2.1. Salton Community Services District employees may be offered gifts by citizens, either as a gratuity or as an act of generosity. SCSD employees may receive such items if their total value is less than \$25.00, **excluding cash**. Any cash monies or items valued over \$25.00 shall be forwarded to the General Manager.

### **3.0. PROCEDURE:**

- 3.1. **FOOD:** Employees may accept edible goods at any time from citizens or customers.

- 3.2. **CASH:** Employees may not accept any cash donations at any time. Citizens/customers insisting on offering a cash gratuity shall be forwarded to the General Manager.

### **4.0. VALUABLE GIFTS (VALUED AT \$25.00 OR MORE):**

- 4.1. Citizens or organizations offering valuable items or money shall be referred to the General Manager for evaluation. Such items or monies shall be treated as donations.
- 4.2. The contributor shall be asked to what area (i.e. General Fund, Sewer Maintenance, or Fire Department) he/she would like the gift to benefit.

- 4.3. The contributor shall be issued a receipt describing the contribution from Finance Department.
- 4.4. When valuable gifts are received said donation shall be designated and approved by the General Manager.
- 4.5. Any donation that exceeds the \$25.00 threshold, with no specific request by the contributor as to its usage, shall be received with the understanding of the contributor that the gift will be evaluated at a later date by the District to identify its most effective utilization. Following this process of evaluation, the contributor shall be notified in writing as to the use of the fund's.
- 4.6. **BARTERING OF ANY KIND IS NOT PERMITTED UNDER ANY CIRCUMSTANCES.**