

**POLICY FOR ACCEPTANCE OF DONATIONS**  
**6/26/23 DRAFT**

The Northport Village Corporation (“NVC”) Board of Overseers hereby adopts this policy to ensure transparency, fairness, accountability, and responsible stewardship of public resources in the acceptance and management of donations to the NVC while aligning with the NVC's charter, values, financial resources, and legal requirements:

**1. Donation Acceptance Criteria:**

- a. Donations may include monetary contributions, real property, tangible assets, services, and other non-monetary items that may be used for public benefit.
- b. All donations immediately become the property of NVC and are accepted with the understanding the donation may be repurposed, reused, or disposed of in the future as deemed appropriate by the NVC Board of Overseers.
- c. No donation shall be accepted if such acceptance would be in conflict with the charter of the NVC or any law or regulation.

**2. Donation Approval Process:**

- a. All potential donations will be evaluated by the NVC Board of Overseers, utilizing the NVC Donation Evaluation Checklist attached as Exhibit A hereto and other methods as may be determined by the Board of Overseers
- b. The Board of Overseers will consider the potential financial and non-financial impacts, risks, and benefits of each donation, including, for example, ongoing costs or obligations associated with accepting the donation, the impact on taxable property, and any required matching contributions.
- c. The final decision to accept or decline a donation will be made by the Board of Overseers after consideration of the input from designated NVC committees and the public, as the Board of Overseers deems appropriate.
- d. The Board of Overseers reserves the right to refuse any donation for any reason or no reason, or to impose conditions on the acceptance of any donation.

**3. Donor Recognition; Confidentiality; Recordkeeping:**

- a. The NVC may acknowledge and recognize donors in appropriate ways (e.g., mention at the Overseers monthly meeting, bulletin board posting, etc.).
- b. The NVC will respect the donor's wishes regarding anonymity, if requested, unless there are legal or reporting obligations.

- c. For monetary donations, the NVC will provide donors with written acknowledgements of their donation that may be used for tax reporting purposes. For non-monetary donations, including tangible, intangible or real property, upon receipt of a statement of value as required by the IRS, the NVC will provide donors with written acknowledgements of their donation that may be used for tax reporting purposes.
- d. The NVC will maintain accurate records of all donations.

**4. Review and Amendment:**

- a. This policy will be periodically reviewed to ensure its effectiveness and current relevance.
- b. Amendments to this policy may be made by the Board of Overseers.

DRAFT

**Exhibit A**  
**NVC Donation Evaluation Checklist**

**Purpose:** The Northport Village Corporation (“NVC”) serves a beneficent community. Donations that provide an overall benefit or enjoyment to the community are appreciated and welcomed for approval consideration by the NVC Board of Overseers.

**Donor Information**

Date of Donation Proposal: \_\_\_\_\_  
Donor Name: \_\_\_\_\_  
Donor Address: \_\_\_\_\_  
Donor Bayside Address (if different): \_\_\_\_\_  
Donor Phone Number: \_\_\_\_\_  
Donor Email Address: \_\_\_\_\_  
Donation Description and Purpose: \_\_\_\_\_  
Estimated Present Value/Cost: \_\_\_\_\_  
Estimated Useful Life (Years): \_\_\_\_\_  
Estimated Annual Maintenance Cost to Village: \_\_\_\_\_

**Please provide a brief response to the following:**

**1. Community Benefit:**

- a. Is the purpose of the donation for the replacement of existing NVC property that has become obsolete, is nearing the end of its designed lifecycle, or has become inoperable?  
\_\_\_\_\_
- b. Is the purpose of the donation for the improvement of the operations of the NVC?  
\_\_\_\_\_
- c. For donations not involving the express replacement of an existing NVC asset, please describe the anticipated betterment to the NVC community, along with an estimate of ongoing annual maintenance costs and/or potential final disposal expense.  
\_\_\_\_\_
- d. For donations of real property, is a survey available, are there any known hazardous conditions associated with the property, and is a building inspection available?  
\_\_\_\_\_

**2. Resources and Capacity:**

- a. Does the NVC have existing resources and capacity necessary to effectively utilize and manage the donation?  
\_\_\_\_\_

- b. Will accepting the donation require additional staff, infrastructure, or ongoing support?  
\_\_\_\_\_
- c. For the offered item(s), has the appropriate NVC committee or official been engaged for review/approval recommendation (e.g., Parks and Trees for a park bench, the NVC Technology Officer and Office Manager for an office printer, etc.)?  
\_\_\_\_\_
- d. For a single donation exceeding \$250 in estimated value, has the NVC Finance Committee been contacted for a general financial assessment?  
\_\_\_\_\_

**3. Transparency and Accountability:**

- a. Is the donation offered with clear terms and conditions? If so, what are they?  
\_\_\_\_\_
- b. Are there any expectations or conditions/restrictions attached to the donation that may impact NVC's decision-making or independence or the value of the donation to NVC?  
\_\_\_\_\_
- c. As appropriate, has the village public (and abutters, in the case of a land or building donation or improvement) been given an opportunity to comment on the donation through a public meeting or publicly available record? If so, what has been the reaction of the public?  
\_\_\_\_\_

- 4. Village Agent Consultation:** Has the NVC Village Agent been consulted for a professional opinion, including concurrence with any related terms and conditions of the offered item(s)?  
\_\_\_\_\_

- 5. Other Considerations:** Are there any other considerations not listed above that should be considered in the evaluation of the acceptance of the donation? Please attach any pertinent documentation regarding the proposed donation.  
\_\_\_\_\_  
\_\_\_\_\_

**Northport Village Corporation Use Only:**

**Village Agent: Review Date: \_\_\_\_\_ Signed:**

\_\_\_\_\_

**Board of Overseers: \_\_\_ Approved \_\_\_ Disapproved Date: \_\_\_\_\_ Signed:**

\_\_\_\_\_

**Initial Reviewer Comments or Additional Information Needed (If Any):**

**NVC Committees to Review:**

**Conditions Applied by NVC to the Acceptance of the Donation (If Any):**

DRAFT