

**TOWN OF HOLLISTON  
FINANCIAL PROCEDURES**

**Gifts, Donations and Local Grant Policy**

**Purpose**

To establish a policy for the expenditure of gifts, donations and local grants to various town departments. This policy does not apply to federal or state grants.

**Policy**

To establish a procedure for the expenditure of various gifts and donations in excess of \$100 and all local grants received by town departments.

**Procedure for Gifts and Donations**

Gifts and Donations are defined as unsolicited or unapplied for. An example would be UniBank would like to make a donation because of the volume of business the Town does with them.

The following is the procedure for the expenditure of all gifts and donations.

1. The attached form must be completed upon the acceptance of a gift or donation for your Department and submitted to the Board of Selectmen.
2. The Board of Selectmen must approve all gifts and donations prior to the money being spent by the department. .
3. The approved form must accompany the Departmental Turnover to the Treasurer with an exact copy to the Town Accountant.

**Procedure for Local Grants**

Local grants would be grants/gifts that you have to apply for prior to being awarded the grant/gift. An example of this would be from the Newcomers Club, you make an application for funds, receive an award letter/notification and then receive the money.

The following is the procedure for the expenditure of local grants.

1. Upon receipt of the award letter/notification it should be forwarded to the Board of Selectmen for their approval along with the attached form.
2. The approved form and a copy of the award letter/notification must accompany the Departmental Turnover to the Treasurer with an exact copy to the Town Accountant.

Holliston Board of Selectmen

  


Approved: 5-8-17  
Date

**TOWN OF HOLLISTON  
FINANCIAL PROCEDURES**

**Gifts, Donations and Local Grant Acceptance/Expenditure Form**

Department Name: \_\_\_\_\_

Received From: \_\_\_\_\_

Purpose of Gift/Donation/Grant: \_\_\_\_\_

\_\_\_\_\_

Amount Received: \_\_\_\_\_

Account Number to be credited: \_\_\_\_\_

Account Name: \_\_\_\_\_

The above gift/donation/grant has been approved and accepted on \_\_\_\_\_  
Date

The Board of Selectmen hereby authorizes the expenditure of said funds.

\_\_\_\_\_  
Clerk of the Board of Selectmen

\_\_\_\_\_  
Date