

DANNHAUSER LOCAL MUNICIPALITY



FINAL DONATION AND GIFT POLICY

2025/26 FY

DANNHAUSER LOCAL MUNICIPALITY DONATION AND GIFT POLICY

Section 1. Purpose

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the municipality. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the municipality. This policy also establishes the standards for municipality employees regarding the acceptance of gifts during the performance of municipality business.

Section 2. Types of Donations

Donations may be offered in the form of cash, or real or personal property. Designated donations means those donations that the donor specifies for a particular department, location, or purpose. Undesignated donations means those donations that are given to the municipality for an unspecified use.

Section 3. Consistency with Municipal Interests

Designated donations may only be accepted when they have a purpose consistent with the municipality's goals and objectives and are in the best interest of Dannhauser Municipality. The municipality must always consider the public trust and comply with all applicable laws when accepting donations.

Section 4. Acceptance of Undesignated Donations of Cash or Tangible Items

All donations to the municipality, including offers to employees related to the municipality, shall immediately be submitted for consideration for acceptance. Based on the value of the donation offered as outlined below, appropriate municipal staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.

- A. Offers of donations of cash or items valued at R5 000.00 or below may be accepted by a municipal Director.
- B. Offers of donations of cash or items valued more than R5 000.00 and up to R10 000.00 may be accepted by the Municipal Manager.
- C. Offers of donations of cash or items valued more than R10 000.00 must be accepted by the Municipal Council. Donations valued at more than R10 000.00 shall be accepted through a written agreement consistent with these guidelines and approved by the Municipal Council.
- D. Offers of donations for gratuitous purposes (e.g. holiday gift baskets, etc.) to any employee, or municipality shall be made available to benefit all employees.

Section 5. Acceptance of Designated Donations of Cash or Tangible Items

Based on the value of the donation offer as outlined in Section 3 above, appropriate municipal staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:

- A. Consideration of an immediate or initial expenditure is required in order to accept the donation;
- B. The potential and extent of the municipal's obligation to maintain, match, or supplement the donation;

Section 6. Acknowledgement of Donations

- A. A Donation Acceptance Form is required to be completed by the receiving municipal Director or the municipal Manager's Office for all donations provided to the Dannhauser Municipality (form attached).
- B. Acknowledgement of the donation should be in writing and be the responsibility of the municipal Director who is the beneficiary of the donation. Undesignated donations shall be acknowledged by the municipal Manager. A copy of the acknowledgement agreement should be forwarded to donors.
- C. The Donor Acceptance Form including the donor names and donation amounts are public information.

Section 7. Declined Donations

- A. The Dannhauser Municipality reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the municipality to be not in the best interests of the municipality.

Section 8. Distribution of Donation

- A. Tangible items will be distributed to appropriate municipal departments for use or, at the discretion of the municipal Director or Manager, disposed of in an appropriate manner according to this policy.
- B. Donations of cash for designated and undesignated donations will be deposited into the appropriate revenue account for the designated municipal department.

Section 9. Distribution of Information

- A. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the municipal Council by the municipal Manager's Office.
- B. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the Finance Department and the designated department for which the donation was assigned.
- C. Each original Donation Acceptance Form shall be maintained by the municipal Clerk's Office.

Section 10. Acceptance of Gifts to Employees and/or Elected Officials of the municipality

Conflict of interest

An municipal official-

- (a)** must treat all providers and potential providers equitably and fairly;
- (b)** may not use his or her position for private gain or to improperly benefit another person;
- (c)** may not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;
- (d)** must declare to the accounting officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;
- (e)** Employees and officials of the municipality are required to be objective and fair in dealing with the public and persons or firms doing business with the municipality. Employees shall not solicit or accept gifts or gratuities for the performance of their municipal job responsibilities.
- (f)** No municipal official or employee shall directly or indirectly solicit, accept, or attempt to accept any money, fee, credit, gift, gratuity, object of value, or compensation of any kind which the official or employee knows, or has reason to know is being offered:
 - 1. For the purpose of improperly obtaining or rewarding favorable treatment;
 - 2. With interest to influence the official or employee in the discharge of official duties or;
 - 3. In consideration of having exercised official powers or performed official duties.
- (g)** Anonymous gifts shall be delivered to the municipal Manager for appropriate disposition.
- (h)** This policy does not prohibit a municipal official from accepting anything of value by way of a gift when such a gift is made to and accepted on behalf of, the Dannhauser Municipality. All such gifts to the municipality shall be forwarded to the Municipal Manager for compliance with this policy whenever possible; the Municipal Manager will ensure that all such gifts are shared by all municipal staff. An example of such gifts would be those received during holiday periods.

SECTION 11. Commencement

This policy takes effect on 01 July 2025

DANNHAUSER LOCAL MUNICIPALITY
DONATION AND GIFT ACCEPTANCE FORM

Name of Donor: _____

Address: _____ City: _____ Code: _____

Description of donation: _____

Donor estimate of current value: _____

Potential immediate or initial acquisition or installation cost, any on-going maintenance or replacement cost: _____

Intended use: _____

Conditions of acceptance or donor designation: _____

Remarks: _____

Municipal receiving donation: _____

APPROVED / DISAPPROVED

Date

Department Head Signature

Date

Municipal Manager Signature

Date Submitted to Council

Date Approved by Council

Date

Mayor Signature

NOTE: The Dannhauser Municipality cannot guarantee future funding for repair, maintenance, use or replacement of donated items.

cc: Municipal Council, Finance Department, Municipal Clerk

DANNHAUSER LOCAL MUNICIPALITY

DONATION AND GIFT POLICY ACKNOWLEDGEMENT

I have received and read the Dannhauser Municipality Donation and Gift Policy and understand its provisions. I further understand that when I sign this acknowledgement form it will be

placed in my personnel file.

Employee (PRINT NAME)

Signature

Date