

**IMPERIAL IRRIGATION DISTRICT
MANUAL OF PERATIONS**

SUBJECT: Contributions For Public Purposes

Date: December 16, 2014

Policy No: 1090

Responsible Department: Executive

1. PURPOSE

The Imperial Irrigation District contributes to the betterment of the communities it serves through contributions for public purposes within the scope of its jurisdiction.

2. SCOPE

This policy applies to all requests for district contributions, including cash, transfers in kind, uncompensated provision of services, sponsorships or advertisements. It is the district's objective to comply with Article XVI, section 6, of the California Constitution, which prohibits the making of "gifts" of public funds:

"The Legislature will have no power ... to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever ..."

3. REVISION/RESCISSION

This revision supersedes the Community Involvement Policy No. 1090 dated February 16, 2010.

4. DEFINITIONS

"Public purposes within the jurisdiction of the district" are the following:

- (1) Matters pertaining to the district itself;
- (2) Matters pertaining to the water operations of the district; and
- (3) Matters pertaining to the energy operations of the district.

5. POLICY AND PROCEDURE

A. The district may only make contributions for public purposes within the jurisdiction of the district.

B. All requests for district contributions will be made in writing, with the original request submitted to the general manager's office. Each request will contain the following information on letterhead:

- (1) Name of the requesting agency or group;
 - (2) Mission or purpose of the agency or group;
 - (3) Name, address and phone number of a contact representative;
 - (4) A description of the project, program or event, and how it fulfills a public purpose within the jurisdiction of the district; and
 - (5) Contribution being requested from the district.
- C. If the contribution requested totals \$5,000 or more, the requesting agency or group must also provide (if applicable):
- (1) Proof of good standing/qualification in California, and as a nonprofit recognized by the Internal Revenue Service;
 - (2) Audited financial statements for the three years preceding the request;
 - (3) Form 990 tax returns for the three years preceding the request;
 - (4) A pro-forma budget for the current year; and
 - (5) A list of responsible directors and their address and telephone information
- D. No matter how worthy the cause, the district is prohibited from making outright "donations" (i.e., an outright gift – made without any expectation of tangible value being returned) of public funds or property to be used strictly for charitable or similar purposes.

6. RESPONSIBILITY

- A. A permissible amount of annual contributions will be included in the general manager's budget for board approval.
- B. Contribution requests will be reviewed and approved as follows:
- (1) Contributions up to \$5,000 will be reviewed and approved by the Contributions Committee and approved by the general manager. The Contributions Committee will be comprised of one or more representatives each from the general manager's office, the Legal Department and the Finance Department. No more than two directors may also participate in the Contributions Committee.
 - (2) Contributions equal to or greater than \$5,000 may only be approved by the Board of Directors.