

500.2 SUBJECT: RECEIPT OF SMALL CASH DONATIONS

- :1 OBJECTIVE:
Provide mechanism for receipt and accounting of small cash donations to the Orlando Fire Department.
- :2 AUTHORITY:
This procedure amended by City Council March 22, 2004, Item A6.
- :3 DIRECTION:
Fire Chief.
- :4 METHODS OF OPERATION:
Definition - Small cash donation shall mean any public donation to the Fire Department of fifty dollars (\$50.00) or less.
- A. The Fire Fiscal Manager shall deposit any monies received in a revenue account #1006015745100, "Contributions, donations, other."
 - B. The Fire Fiscal Manager shall inform the Fire Chief in writing of all such public contributions, so they may be properly acknowledged.
 - C. The Fire Chief shall also report to the City Clerk, in writing, the receipt of all such donations.
 - D. Expenditures from the designated account shall require approval of the Management and Budget Director.
 - E. Public Donations of more than fifty dollars (\$50.00) shall be accepted only after City Council action.
- :5 FORMS:
None.
- :6 COMMITTEE RESPONSIBILITIES:
None.
- :7 REFERENCE:
Adopted by City Council June 24, 1985, Item 7(A-11); amended April 19, 1993, Item VV; amended September 15, 2003; amended March 22, 2004, Item A6.
- :8 EFFECTIVE DATE:
This procedure effective March 22, 2004.