


<b>POLICY ID: <i>FD-001</i></b>	<b>TITLE: <i>Donation Fund Expenditure Policy</i></b>		
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	<b>APPROVED BY VILLAGE BOARD:</b>		<b>DATE:</b>
<b>EFFECTIVE DATE: <i>Immediate</i></b>		<b>Village Clerk</b>	<b>April 26, 2016</b>
<b>APPLIES TO:</b>	<input checked="" type="checkbox"/> <b>FLSA EXEMPT</b>	<input checked="" type="checkbox"/> <b>FLSA NON-EXEMPT</b>	
	<input checked="" type="checkbox"/> <b>REPRESENTED EMPLOYEES</b>	<input checked="" type="checkbox"/> <b>Non-REPRESENTED EMPLOYEES</b>	
<b><i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i></b>			

**PURPOSE**

To clearly define how expenditures are made from the Village of Kronenwetter Fire Department fund, and to respect the time and the effort put in by all who have collected for this fund, this policy is hereby adopted by the Village. Any expenditures made out of this fund shall follow the procedure that is enumerated below.

**PROCEDURE**

All expenditures out of the donation fund for the Village of Kronenwetter Fire Department shall be spent for the benefit of the operations of the Fire Department which are normally not covered under the regular budgeted line items adopted as part of the yearly budget that is approved by the Village Board of the Village of Kronenwetter and are enumerated below. Expenditures shall be for one of the follow items only:

- Supplementary Uniforms for employees of the fire department. This shall include t-shirts and work shirts, which have the Village of Kronenwetter Fire Department on them. At no time shall lewd or explicit wording or graphics be allowed on any of these supplementary items, nor shall these items be non-safety related undergarments or other frivolous clothing.
- Safety gear that will become the property of the Kronenwetter Fire Department that the Fire Chief feels would be beneficial in the pursuit of the Kronenwetter Fire Department duties, yet is not absolutely necessary in the performance of their mandate to fight fires.
- Enhancements to current fire department vehicles, such as extra attachments, that will become the property of the Kronenwetter Fire Department that the Fire Chief believes would be beneficial in the pursuit of the Kronenwetter Fire Department duties, yet is not absolutely necessary in the performance of the Fire Department's mandate to fight fires.
- Donations made to a family, when the death of a Village of Kronenwetter Firefighter, First responder or Police Officer occurs in an amount of \$1,000.
- Fellowship flowers that will be sent in memorial when someone that is a firefighter, first responder or police officer or the spouse or child of the same is critically ill or has passed away not to exceed \$75.
- Direct costs associated with fund raising for programs that have had prior approval of the Village Board.
- Funds that are donated for an earmarked purpose must be expensed for that purpose.

Expenditures from the fund must follow the Village of Kronenwetter purchasing policy ***FIN-004 Purchasing Policy***. At no time shall the Fire Department be allowed to run a negative balance within the Donation Fund.